DOCUMENT RESUME

ED 243 488 IR 050 714

AUTHOR Carlson, David, Comp.; Morein, P. Grady, Comp.
TITLE Online Bibliographic Database Searching in College Libraries. CLIP Note #4-83.
INSTITUTION Association of Coll. and Research Libraries, Chicago, Ill.
REPORT NO ISBN-0-8389-6624-1
PUB DATE 83
NOTE 143p.; A project of the College Library Information Packet (CLIP) Note program.
AVAILABLE FROM Association of College and Research Libraries, 50 East Huron Street, Chicago, IL 60611.
PUB TYPE Legal/Legislative/Regulatory Materials (090) -- Reports - Research/Technical (143) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS *Academic Libraries; Fees; Higher Education; *Information Retrieval; *Library Services; Library Surveys; *Online Systems; *Position Papers; Publicity; Questionnaires; Recordkeeping; *Records (Forms); Small Colleges; User Satisfaction (Information)
IDENTIFIERS Library Statistics

ABSTRACT

In order to collect information on online bibliographic searching activities in smaller academic libraries, a survey was conducted in December 1982 of 252 college and university libraries located in public and private institutions with enrollments of between 1,000 and 5,000 students. An 88.5% response rate was achieved. It was found that 65% of the respondents offered online search services; fewer than half of the librarians in each institution were involved in online searching; 73% of the libraries providing online services charged or planned to charge faculty and students for these services; DIALOG was by far the most frequently used vendor; the average direct cost per search varied widely; and the connect time for most libraries (74%) averaged less than 15 minutes. This publication briefly outlines the survey methodology and findings; a sample questionnaire with responses noted is provided. Also presented are copies of online searching policy statements, promotional items, search request forms, transaction log forms, billing forms, evaluation forms, and statistical report forms from over 50 institutions. (Author/ESR)

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ONLINE BIBLIOGRAPHIC DATABASE SEARCHING IN COLLEGE LIBRARIES

CLIP NOTE

#4 - 83

Compiled by:

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College Library Information Packet Committee
College Libraries Section
Association of College and Research Libraries
American Library Association

1983

IR 050 714

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50 East Huron Street
Chicago, IL 60611

ISBN 0-8389-6624-1

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INTRODUCTION

Online bibliographic database searching is becoming increasingly important to college libraries. While larger research and university libraries tended to begin offering online searching in the early 1970's, cost and complexity inhibited smaller academic libraries from providing the service. As demand from faculty expanded in the late 1970's, however, many college libraries began to seek means of furnishing this service. A number of libraries made arrangements for faculty and students to obtain online searches from nearby university libraries or their state libraries. Because of demand, some found it appropriate to establish referral policies and procedures for obtaining online searches from other libraries. In recent years the situation has further changed.

Major developments in online bibliographic searching are occurring almost daily. Increasing numbers of databases are being made available for online searching. Search procedures are being simplified. Improved networking arrangements are making it possible for libraries to obtain reduced group rates and improved technical assistance. And librarians are expanding their skills and expertise enabling them to conduct more efficient, cost-effective searches. Because of these many developments we, the compilers, felt that college libraries would benefit from a College Library Information Packet (CLIP) Note which provided data and documentation on online bibliographic searching.

Objectives of the Study

The function of the CLIP Note program is to collect basic data and sample documents which college libraries can use in establishing or refining specific services or operations. Thus, our objective in this study was to determine the extent to which college libraries are involved in online bibliographic searching and to collect policy and procedure statements and sample forms which would be beneficial to libraries in offering online search services.

The Survey Sample and Methodology

In order to provide a representative sample of college libraries, the grouping established by the Carnegie Council on Policy Studies in Higher Education was followed (1).

Parameters were defined as institutions with a minimum enrollment of 1,000 and a maximum enrollment of 5,000 as reported in the 1976 Carnegie list. Institutions were then selected from two groups: Comprehensive Universities and Colleges I, and Liberal Arts Colleges I. The result was a sample of 252 college and university libraries located throughout the nation, 175 of which are private and 78 public.

A survey designed to obtain data on search services and practices was sent to the 252 library directors in December, 1982. In January, 1983 a follow-up letter and second copy of the survey was sent to those who had not yet responded. Final response totaled 223 completed surveys for an 88.5 percent rate of return. We feel this very high return rate is a strong indication of the sharp level of interest in online searching among college libraries.

Survey Findings

Perhaps the most interesting finding of the survey is that 65 percent (144) of the libraries responding are presently offering online bibliographic search services. Furthermore, 28 additional respondents indicated an intent to begin offering the service within a year. College libraries, therefore, have entered the age of online searching in significant numbers. This entry, however, is a recent one. Ninety-three percent of those offering the service have been doing so for five years or less.

Respondents who were not offering online search services were asked to indicate primary reasons for not doing so. The three most frequently checked in order of frequency were expense, insufficient use anticipated, and insufficient personnel. Expense was checked nearly twice as often (60) as the other two (33) and (32) respectively. Staffing limitation and limited demand, therefore, were far less inhibiting than costs considerations.

Staffing online searching was examined from two further perspectives. Respondents were asked how many librarians conduct searches. The result was an average of 2.94. This compares with an average of 7.75 librarians per institution. Thus, fewer than half of the librarians are actually involved in conducting searches. Consideration was also given to whether search responsibilities are divided in some fashion. In the majority of the libraries (53%), responsibilities are not divided. Where responsibilities are divided, the most common approach is according to subject area.

While the survey did not attempt to address all issues related to charging for online searching, question 13 asked if faculty and/or students were charged. Seventy-three percent of the respondents to this question indicated that they either presently charged or plan to begin charging within the year. These figures correspond closely to the figures in the ALA study in which 72 percent of all libraries and 68 percent of four-year college libraries indicated that they charge a fee to the user (2).

As a means of determining what vendors are most frequently used, subjects were asked to rank the major vendors in order of frequency use. By far the most frequently used vendor is Dialog. One hundred-seven respondents ranked Dialog as first choice and 24 ranked it second. BRS was a distant second with 36 most frequent rankings and 17 second place rankings. Other database vendors used by these libraries include: Dow Jones (15), New York Times (7), ISI (7), Medline (6) and The Source (3).

Average direct cost per search tended to vary considerably for this group of libraries. Forty-four of the libraries (32%) reported an average cost of $10-$15. Thirty-three (24%) averaged $15-$20. For 23 libraries the average cost was $5-$10, and an equal number reported a rate of $20-$25.

Connect time for most libraries (74%) averaged less than 15 minutes. Twenty-five percent of those responding to this question averaged 7 to 11 minutes; 24 percent averaged 3 to 6 minutes; and 21 percent averaged 12 to 15 minutes.

A number of the questions on the survey asked respondents to send copies of explicit policy and procedure statements or forms. The remainder of this report consists of a carefully selected set of sample documents and forms. The material is divided into seven sections corresponding to the following types of documents: policy statements; promotional literature; search request forms; transaction log forms; billing forms; evaluation forms; and statistical report forms.

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1. Carnegie Council on Policy Studies in Higher Education. A Classification of Higher Education, rev. ed., Berkeley, Calif.: The Carnegie Foundation for the Advancement of Teaching, 1976.

2. Lynch, Mary Jo. Financing Online Search Services in Publicly Supported Libraries: The Report of an ALA Survey. Chicago: American Library Association, 1980.

ACKNOWLEDGEMENTS

Completing a CLIP Note involves much more work than may initially appear. There were many who gave of their time and expertise to develop and improve this publication.

Members of the CLIP Notes Committee of ACRL made continous contributions throughout the process. Becki Whitaker, IR specialist at INCOLSA, provided many helpful suggestions and remarks on early drafts of the survey. Darlene King did the typing, collating, mailing and so many other essential things. The efforts and help of all these people were invaluable. We are grateful to each of them.

Finally, the compilers wholeheartedly express their appreciation and thanks to the 252 libraries and no doubt many more librarians who took the time to complete the survey and were willing to share their material.

223 Surveys analyzed.
Figures in parentheses represent percentages of question responses.

CLIP Survey
Online Search Services

NAME OF INSTITUTION _____

NAME OF INDIVIDUAL COMPLETING QUESTIONNAIRE _____

Question Responses Total

Do you wish to participate in CLIP Note surveys on a continuing basis? _____Yes _____No

221 1. Check number of FTE students at your institution.

11 (5) under 1,000 FTE 62 (28) 3,000 - 5,000 FTE 0 7,000 - 9,000 FTE

141 (64) 1,000 - 3,000 FTE 7 (3) 5,000 - 7,000 FTE 0 over 9,000 FTE

213 2. Check the library annual acquisition rate for books (titles).

21 (10) under 3,000 93 (44) 5,000 - 10,000

82 (38) 3,000 - 5,000 17 (8) over 10,000

221 3. Would you classify your institution in terms of a teaching or research emphasis?

197 (89) strong teaching 0 strong research 24 (11) both equally

223 4. Does the library conduct online computerized literature search services?

144 (65) Yes: please skip to question #7 and continue.

79 (35) No: please answer questions #5 and #6 and return survey.

78 5. Do you plan to offer the service within the next year? 28 (36) Yes 50 (64) No

151 6. Check the primary reason(s) for not offering the service to date. (Check all that apply.)

60 (40) expense

33 (22) insufficient use anticipated

32 (21) insufficient personnel

6 (4) insufficient information regarding online searching

20 (13) Other. Please specify _____

NOTE: If you answered no to question #4, please answer no further questions and return the survey. Thank you.

142 7. How long has the library been offering online search services?

61 (43) less than 2 years 9 (6) 6 to 10 years

71 (50) 2 to 5 years 1 (1) more than 10 years

8. How many librarians are on your staff? 7.75 average

9. How many librarians conduct searches? 2.94 average

140 10. Searchers have their responsibilities:

6 (4) divided according to particular databases.

7 (5) divided according to vendor.

43 (31) divided according to subject area.

74 (53) searchers' responsibilities are not divided.

10 (7) Divided in some other arrangement. Please specify _____

BEST COPY AVAILABLE

11. The three major database vendors are listed below. Please rank (1 = most frequent) in order of frequency of use. (If you use none listed or use just one vendor, simply check the appropriate response.)

_____BRS _____SDC

_____Dialog _____Major vendor not used

Vendor	Ranking Frequency 1	2	2
BRS	36	17	3
Dialog	107	24	0
SDC	2	8	5

12. Name any other database vendors with which you have separate contracts (e.g., New York Times, Dow Jones).

1. Dow Jones: 15
2. New York Times: 7
3. ISI: 7 Source: 3
4. Medline: 6 Other: 10

141 13. Please check one of the following:

15 (11) We do not charge faculty and/or students for searches but plan to begin charging within the next year.

38 (27) We do not charge and do not plan to charge faculty and/or students.

88 (62) We charge faculty and/or students for searches. (If checked, please include any documents that describe your charge policy.)

141 14. Do you maintain a log to record your search activity? (If yes, please include a sample).

117 (85) Yes 21 (15) No

124 15. Do you keep your own statistics on your search activity? (If yes, please include any forms you use to maintain or report these statistics.)

106 (85) Yes 18 (15) No

144 16. How many searches does your library average monthly? (An online search is defined as online access by computer to as many databases as the searcher considers necessary to conclude the search. If you use a different definition for record keeping, please estimate using this definition.)

64 (44) less than 10 7 (5) 30 - 50 4 (3) unknown

66 (46) 10 - 30 3 (2) over 50

139 17. What is the average connect time per search?

5 (4) under 3 minutes

33 (24) more than 3, less than 7 minutes

35 (25) more than 7, less than 11 minutes

30 (21) more than 11, less than 15 minutes

14 (10) more than 15, less than 19 minutes

3 (2) more than 19 minutes

19 (14) unknown

138 18. What is the average estimated direct cost per search (connect time cost and off-line printing cost only).

3 (2) under $5 44 (32) $10 to $15 23 (17) $20 to $25 10 (7) unknown

23 (17) $5 to $10 33 (24) $15 to $20 2 (1) $25 to $30

19. Do you have some type of form for user evaluation? (If yes, please include a copy.)

28 (20) Yes 113 (80) No

141 20. Do you use some type of search request form for users to communicate their topic and to request a search? (If yes, please include a copy.)

124(88) Yes 17(12) No

142 21. Do you promote the use of online searching in ways other than by word of mouth and reference desk referrals. (If yes, please explain briefly and include any relevant material if possible.)

104(73) Yes 38(27) No

Please include all forms or documents you use related to online searching that were not asked for on any of the above questions. Describe their purpose on the back of this sheet if use is not self-evident.

GENERAL COMMENTS:

THANK YOU!

POLICY STATEMENTS

MSSC LIBRARY
ON-LINE LITERATURE SEARCH SERVICE

USE CRITERIA

1. All requests must be presented in person. (No requests will be accepted by telephone.)

2. A request form must be filled out by the patron before the interview with the librarian takes place.

3. All searches will be completed by the librarian on a schedule set by the library. The patron should plan on at least a week or longer before seeing any results. Off-line searches will not be available for a week or longer after the on-line search is completed.

4. The search must be feasible given the databases available.

5. The nature of the search must be such that an on-line search will give better results in less time than a search of the paper copy.

6. The search must be sufficiently defined and refined so that the number of citations likely to be retrieved is reasonable.

7. For students the project must represent a major unit of work, i.e., a term project of a project which accounts for a major portion of the grade in a course. A faculty member must sign a Search Service Payment for a student as outlined in the cost to students.

8. Users must demonstrate that they have done some reading and searching on their own. This would be demonstrated by their ability to discuss the project, to supply appropriate search terms, and one or two relevant citations or articles.

9. If we can assume that a significant portion of the citations retrieved will not be in this library, there must be sufficient time to acquire those documents from other sources before the project deadline.

10. No student should spend more than 5% of the total monies available for searching. After the 5% has been used by one individual, the user must pay all costs for future searches.

Missouri Southern State College

CLIFFORD LIBRARY

COMPUTERIZED LITERATURE SEARCH SERVICE CHARGES
FOR UE FACULTY AND STUDENTS

Computerized literature searching is available at Clifford Library. To initiate a request, complete the Search Request Form available at the Reference Desk and speak with a Reference Librarian for additional information and an appointment.

Charges to the library for a computerized literature search are extremely variable, ranging from $15 to $108 per connect hour depending on the data base searched. The library is not able to absorb all these charges; but in order to provide a degree of financial support for this valuable service and encourage its use, the library has established the following charge system for all UE faculty and students.

All available data bases are divided into one of three categories (see reverse side). These divisions are based on the royalties charged by the data base and are in no way reflective of the quality of a data base or the information it contains. Each category has a separate fee: Category I, $5.00; Category II, $7.50; Category III, $10.00.

Upon payment of this fee, a UE student or faculty member is entitled to a single-subject search in any one of the data bases within the particular category and an off-line print of 30 citations or less with full bibliographic information including abstracts if available. If a search results in more than 30 citations, the user may either limit the search further (by subject, year, etc.) so that less than 30 result or request the citations over 30 at the additional cost of 10¢ per citation.

The library generally receives off-line prints within five days. If citations are needed immediately, the bibliographic information only, i.e., without abstracts, may be printed on-line in lieu of the off-line print. This is also generally done for searches that result in small sets of 5 citations or less.

Payment is due before a search is undertaken. Students may pay by cash or check; faculty may submit an internal charge authorization form signed by the department chairman or pay by cash or check.

The library cannot guarantee the bibliographic results of a search. A search topic may result in too few citations (even none) while others may result in many more than the amount desired. Careful completion of the search request form will greatly lessen this possibility, however. The library will make every effort to conduct the most accurate and useful search possible.

Category I: $5.00

DATABASE LABEL	NAME	BROAD SUBJECT
CAIN	Agricola	Agriculture
BEBA	Bilingual Education Bibliographic Abstracts	Bilingual/bicultural Education
DRUG	Drug Information Service Center	Drug & Alcohol Use/Abuse
ERIC	ERIC	Education
FEDE	Federal Energy Data Index	Energy Statistics
GPOM	Monthly Catalog	Government Documents
HLTH	Hospital Literature Index	Health Care Management
MDOC	Medical Documents	Medical-related Government Documents
MESH	Index Medicus	Health Sciences
NRIC	National Rehabilitation Information Center	Rehabilitation Physically & Mentally Disabled
NCMN	National Institute of Mental Health	Psychology
NISH	Clearinghouse on the Handicapped	Handicapped
RICE	Resources in Computer Education	Computer Education Applications
RIVE	Resources in Vocational Education	Vocational Education
DISC	DISC	Microcomputers

University of Evansville

Category II: $7.50

DATABASE LABEL	NAME	BROAD SUBJECT
DISS	Dissertation Abstracts	Dissertations (all fields)
DOED	Dept. of Energy	Energy
DOWJ	Dow Jones	Business, Stocks
ECER	Exceptional Child Education Resources	Exceptional Children
MATH	Math Reviews	Mathematics
MLAB	MLA Bibliography	Literature & Linguistics
NIMI	Special Education Materials	Special Education
NTIS	National Technical Information Service	Technical Government Documents
RELI	Religion Index	Religion, Theology
SPIF	School Practices Information File	Current Educational Projects
STDS	Industry & International Standards	Engineering Standards

Category III: $10.00

DATABASE LABEL	NAME	BROAD SUBJECT
BIOL	Biological Abstracts	Biology
CHEM	Chemical Abstracts	Chemistry
COMP	Engineering Index	Engineering
EIST	Environmental Impact Statements	Environmental Impact Statements
EICI	Energyline	Energy
FNTL	Financial Times of London	Business
HARF	Harfax Industry Data Sources	Industry Statistics
HBRO	Harvard Business Review	Business
INFO	ABI/INFORM	Business
INSP	INSPEC	Physics, Engineering, Computers
MGMT	Management Contents	Business
NCFR	National Council of Family Relations	Family
PAIS	Public Affairs Information Service	Public Affairs
POLL	Pollution Citation	Pollution
PTSP	Predicasts	Business & Economic Forecasts & Projections
PSYC	Psychological Abstracts	Psychology
SSCI	Social Sciences Citation Index	Social Sciences
FSIS	Frost & Sullivan Research Reports	Market Research & Forecasts

Introduction

This manual is intended to provide users with a description of the information required by the Albright College Library to adequately process a computerized literature search request. It attempts to briefly familiarize the user with the types of requests amenable to computerized literature searches, the content and scope of data bases made available through the Library, and the typical information needed by the Library when submitting a data base request. (Refer to Appendix I for a listing of the procedures involved in submitting a request.)

The general public and other libraries will be offered access on a fee basis to a data base bibliographic service by the Albright College Library. The Library will offer libraries, agencies, businesses and professionals a service for which they would not normally have the time, trained staff or resources to perform themselves.

Computer Searching: What It Is and What Are Its Advantages

The literature of most disciplines in the sciences and social sciences is indexed and abstracted by private firms or government agencies which produce print guides to these bodies of knowledge. Many of these indexes and abstracts such as Index Medicus and Chemical Abstracts exist in two forms, i.e., the familiar print form which can be searched manually, and a machine-readable form of a print source which is known as a data base. Librarians or information specialists known as search analysts are trained to interact with or to "query" the data bases. The search analysts translate the user's information needs into a vocabulary and language that the computer will accept. The search analysts query the database through a terminal which is at a location remote from the computer. They call up or "retrieve" references from the data base which fit the user's specifications. Although the data bases usually correspond to print sources, they can be searched by computer in many ways not possible by hand. A computer search has several advantages over a manual search of the same source:

1. COMPREHENSIVENESS

   A computer search can retrieve either general information for a broad overview of a field or very specific information on a narrow aspect of a problem. The search can help determine the availability of current literature on a topic.

   Articles are generally indexed to greater depth in a data base than in a printed index. Subject terms which are not accessible in the print source are retrievable by computer from the data base. For maximum retrieval, a computerized literature search is often the best source.

2. EFFICIENCY

   The computer coordinates the essential concepts of a request and retrieves documents containing all of them. For instance, in a search on "the effects of a diet high in indigestible carbohydrates on the intestinal absorption of calcium and iron," a manual searcher would have to check a print source under all related terms for each concept:

   [indigestible carbohydrates or dietary carbohydrates or pectin or cutin or chitin or lictin or cellulose or hemicellulose] +
   [intestinal absorption or intestin al secretions] +
   [calcium or iron]

   and retrieve only articles indexed under all three concepts. With a

computer search, this matching is done automatically in much less time. The computer saves the researcher's time by locating references and providing clues to their relevance.

3. SPECIFICITY

On most data bases, a computerized search can eliminate concepts not desired in the retrieved references. For example, a topic can be limited by date, language, age group, ethnic group, type of material, and produce a bibliography custom-tailored to meet the user's needs.

4. TIMELINESS

The data base is often more current than the print source because it is generally used to produce the printed indexes.

Suitability of a Topic for a Computerized Literature Search

A topic is suitable for a computer search if it involves more than one concept and is appropriate to the data bases available to the Library. An exception is a single term which is too current or too specific to occur as an index term in a print source. Single term searches will be accepted for Chemline and Toxline because of the numerous synonyms for drug and chemical names.

A topic is not suitable for a computer search if it is represented by a single subject term appearing in the print index, by an author's name, or by a main heading/subheading relationship. In these cases, it is sufficient to photocopy pages from a print source. It is not necessary to use the computer for a linear search, i.e., one represented by a single concept which can be expanded into several related terms. Users and librarians are well accustomed to searching related terms describing a single concept such as, "astroturf," "grass, artificial," "surfaces," "fields," and "turf, artificial," to retrieve articles. Although a computer would facilitate this search, it is not essential to it. Library search analysts will have the option of accepting or rejecting such linear searches depending upon their complexity.

The user should specify the data base on which a request is to be run, if one is known. However, if the Library search analyst feels that the data base requested is inappropriate, the user or submitter will be called to approve a data base change. It may also be advised to run a request against two or more data bases for the most complete coverage possible.

Reference Interview to Determine the Search Topic

A reference interview will be required for every search. This interview will be conducted by a Library search analyst.

After determining that the user has a suitable request and that there is sufficient time to process it, the search analyst should encourage the user to provide a full statement of the search topic. At this initial stage, the search analyst should obtain a clear idea of the request. The interviewer should then elicit information on the following aspects of the topic:

1. Determine the approximate number of citations needed and how the citations will be used, i.e., a few articles for general information, a term paper, or a thorough research study.
2. Determine how much the user is willing to pay for the entire search.
3. Obtain definitions of technical terms mentioned in the search statement.
4. Correct spellings of all names, especially generic and trivial drug names, since misspelling can result in erroneous search results.

5. Determine possible restrictions to the search, e.g., geography, age, sex, grade level, human or animal studies, or ethnic groups.
6. Obtain the scientific as well as common names for plants and animals.

Searching Tools

Review of the printed index in the presence of the user may help to broaden or narrow the topic if necessary, and suggest appropriate subject terms. If a user does not have a relevant citation, as requested on the Computerized Literature Search Questionnaire (see Appendix II), s/he should choose one from a printed index.

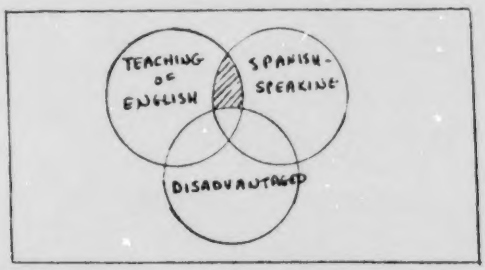
For searches on ERIC, MEDLARS, and Psychological Abstracts, it may be helpful to consult the printed index or the thesauri available at the search computer terminal to choose terms that best describe the topic. The thesaurus is preferred since it is a subject authority list with scope notes, cross references and related terms.

For searches on other data bases, it is not necessary to use the print index or thesauri to suggest terms; merely suggest synonyms. The concise natural language statement, suggested subject terms or synonyms are the basis for the Library search analyst's formulation of the search strategy. Users will find Boolean logic helpful in defining the topic, but its use is optional and need not be included in the request for a computerized literature search.

Search Formulation (Boolean Logic)

Upon receipt of a request, the search analyst will determine the essential concepts of the request, and expand them to include broader, narrower, or related terms depending upon the approach that the user desires. If the user desires high recall (broad approach), the analyst will add many terms; if s/he desires high precision (narrow approach), the analyst will limit the number of terms per concept.

The terms to describe a request, and the Boolean logic with which they are combined, become the search formulation. The search analyst, or person submitting the request, may find it helpful to construct a Venn diagram to depict the request. In a Venn diagram, circles are used to portray the documents indexed under the essential concepts of a request. For instance, a request on the "teaching of English as a second language to Spanish-speaking not disadvantaged" has three concepts which can be represented:



A and B not C

The shared portion depicts the documents which satisfy the request. In computer searching, Spanish-speaking might be expanded to include "Mexican-Americans," "Spanish Americans," "Mexicans," and "Puerto Ricans." Similarly, "socially disadvantaged," "economically disadvantaged," disadvantaged youth," and "low-income groups," could have been used to express

the topic disadvantaged.

This explosion of related terms is an intellectual activity performed by the search analyst. The computer performs the non-intellectual activity of matching document numbers so that only those in the shaded area which satisfy all aspects of the request are retrieved.

From the above, it is obvious that computer searching requires a knowledge of indexing methods, thesauri construction, and computer software. Albright College Library search analysts are constantly training in these areas.

Factors Influencing the Success or Failure of a Computerized Literature Search

A computerized literature search can be successful only if the user's request statement adequately reflects his/her information needs. The degree to which the computer-produced bibliography meets the user's information needs is affected by the following factors:

1. The user's ability to describe the search topic.
2. What the user or search analyst thinks the information retrieval system is capable of retrieving.
3. The search analyst's ability to formulate the user's request into natural language.
4. The search analyst's ability to recognize all possible approaches to the topic and to aid the user in broadening or narrowing the topic.
5. The search analyst's ability to formulate a search strategy based on the user's information.
6. The suitability of the data base to the topic.
7. The suitability of the indexing terms used in the data base to the user's information needs.

The use of a computer to search a data base does not guarantee that it will retrieve 100% of the citations on a topic. F. W. Lancaster in Information Systems: Characteristics, Testing and Evaluation, has stated that any information system that achieves a balance of 65% retrieval and 65% relevance is operating at near peak efficiency.

The computerized search can fail to retrieve all citations on a topic because the search statement was too restrictive and excluded certain subject terms. Citations may be missed as a result of poor search strategy formulation, the indexer's failure to assign a relevant term, or the lack of appropriate index terms to describe the topic. Citations may be irrelevant, even though all the assigned terms appear in the formulation. This happens when there is a false correlation of terms, so that although the specified subject terms appear in the same citations, their relationship is not the one required.

The interactive online search process mitigates some of the above failures because the search analyst can modify the subject terms and search strategy when the requested citations fail to satisfy the searchers request. However, if the search strategy adequately represents the user's needs and allows for a necessary percentage of irrelevant citations, the computerized literature search will retrieve a greater number of citations in less time than a manual search.

In order to fairly evaluate the computerized literature search, users need an understanding of its advantages and disadvantages both in terms of human input and machine manipulation of data. The search analyst may always be contacted for an explanation of search strategy.

Cost of a Computerized Literature Search

In order to facilitate the research needs of the faculty and those students involved in senior seminars, the Library has allotted these individuals one free search. (A search is defined as accessing one specific data base for one individual's information request.) Faculty are allowed one free search per year. Students are limited to one free search during their entire academic career.

All other members of the Albright academic community search at "cost". Cost is defined as the sum of the direct charges made by the data bank vendor (connect time, printing, etc.) and network communications. The costs may vary significantly from search to search, depending on the data base searched, the length of time on-line, and the decision whether to print the citations on-line or off-line. Each of the data bases has its own price per hour of on-line connect time. Printing the exact citation on-line is a more expensive method of searching since each citation that is printed is increasing the on-line telephone and data base connect costs. While printing the full citations off-line is a cheaper mode of searching, there is a two to three day delay in the receipt of the citations since they are printed at the main computer site and mailed to the library. Full citations (with abstracts or descriptors) will not be printed on-line for any free searches. Those who desire full citations must request them off-line.

Here is an estimate of an average search involving a commercial data base: e.g., Sociological Abstracts

20 minutes on-line data base connect time (@$55/hr)	$18.50
20 minutes on-line telephone connect time (@$15/hr)	5.00
20 citations printed off-line (@$.10 each)	2.00
TOTAL	$25.50

For anyone not associated with Albright College, an additional fee is attached to the cost of the search to subsidize some of the added expenses, especially the personnel costs. This fee is rated according to the category of user. Discounts are allowed to local libraries that submit completed search strategies ($5.00) and to students from other colleges ($10.00). Otherwise, the standard rate is $18.00 for the general public, Albright courtesy card holders and business organizations. (See chart for more details.)

These fees are attached to each separate search strategy that is prepared. There are no extra fees charged to use the same search commands in more than one data base during the same on-line connection.

Charges	User	Conditions
1. Free search	Albright faculty, students in senior seminars	1. One free single subject search per year. All others at cost. 2. Will provide only short citations on-line.
2. Cost	Albright students, faculty, staff, alumni, & administration	1. After first search, category one users now search at cost.
3. Cost plus $5.00	Libraries	1. Only completed search strategies accepted.
4. Cost plus $10.00	Students from other colleges	1. Validated I.D. cards

BEST COPY AVAILABLE

continued next page

5. Cost plus $18.00 General public, Albright courtesy card holders, & business organizations

Turnabout Time for Receipt of a Computer-Produced Bibliography

The requesting librarian or user will receive any offline computer-produced bibliography within 4-8 days of the Library's receipt of the search request. The turnaround time will be affected by 1) the availability of a search analyst; 2) the complexity of the request; 3) the time required for the bibliographies to be sent from the data base vendor to the Albright College Library; and, 4) the speed of delivery from the Library to the requester.

Every effort is made to arrange a search the same day it is received at the Library. Same day processing is impossible due to search analyst workload, possible computer or terminal malfunction, and holiday schedules. After the search has been input at the terminal, the bibliography printed offline in the evening, and it has been received and examined at the Library, the printout will be sent immediately to the requester. The printout will be mailed to the requesting library, if it has been requested through a library.

It must be remembered that the receipt of the computerized bibliography is just the first step in the research process which may involve procuring materials through interlibrary loan. The user must request desired materials through a local library if the user is not a member of the Albright student body, staff, faculty, administration or alumni. For those users who are entitled to ILL services at Albright, marked printouts will not be acceptable as interlibrary loan requests. See the ILL Librarian or the Circulation Desk for the appropriate forms.

Billing Information

1. All search costs must be paid before any citations will be delivered to the patron.

2. Individual patrons must pay these costs by check or cash. No personal charge accounts will be established.

3. Faculty and administration may charge appropriate searches against their departmental budgets and receive their citations immediately. Computer searches CANNOT be charged against any other library account, e.g., book order or photocopy allotments.

4. Charge accounts will be established for any prominent business establishments or libraries that have searches performed.

5. All billing functions will be handled by the Bibliographic Services Librarian and any necessary documentation will be provided to the appropriate offices. (See Appendix III for sample invoice.)

6. Accounts with charges that remain unpaid thirty (30) days after billing will be considered delinquent. No further charges may be made against any delinquent account.

Receipt of Citations

With the computerized bibliography, the user will receive an explanation

of the printout, a cover sheet with the search analyst's name and phone number, and a search evaluation form. If the user has any questions about the search results, terms or logic used in the formulation, the search analyst should be contacted by phone for an explanation.

APPENDIX I

Procedure for Submitting Requests for Computerized Literature Searches Through Albright College Library

REQUESTS

1. Library users may initiate computer search requests by filling out the Computerized Literature Search Questionnaire (see Appendix II) and returning it to the Circulation Desk. After a request has been received, the search analyst determines whether or not a search is warranted.

2. A search request is considered unnecessary under any of the following conditions:
   a) a successful search can be done manually with little effort,
   b) a computer search promises little chance of success, or
   c) the topic of the search cannot be defined into a reasonable request.

3. If the computer search is not an effective method of satisfying the original search request, the search analyst will not perform the search but will direct the patron to specific subject headings in printed indexes or services appropriate to the request. No one will be denied a search without being given an alternative.

4. If a computer search is an effective method of satisfying the original search request, an appointment for a presearch interview is made. Before this interview takes place, a preliminary search strategy is prepared.

PRESEARCH INTERVIEW

1. The presearch interview is an attempt to maximize the effectiveness of the on-line search. It can be done in person or by telephone and is mandatory for all searches. It will be initiated by the search analyst as soon as possible upon receipt of the questionnaire.

2. It is at this time that the search analyst will discuss with the patron the following points:
   a) the content and structure of the individual data bases,
   b) the capacity as well as the limitations of on-line searching,
   c) the possible costs involved, and
   d) the details of refining the actual search strategy.

3. If at any time during the interview the search analyst decides that a computer search will not satisfy the real needs of the patron, he/she will be referred to alternate sources of printed materials.

4. If an on-line search is required, the search analyst negotiates with the patron to determine when to perform the actual search.

SCHEDULING

1. All patrons, with the exception of those from business organizations and from other libraries (with completed search strategies), must attend the actual on-line search.

2. The scheduling of the search must coordinate with the personal schedule of the search analyst and with the service times of the computer network system.

3. Advance notice of <u>at least</u> twenty-four (24) hours from the time of the presearch interview must be given.

4. Searches will be scheduled on a first come, first serve basis. Those who give the most advance notice will receive the first chance at a search time that fits their time schedule. Exceptions noted below.

5. Anyone who misses a scheduled search due to computer down time, inclement weather, or the fault of the searcher, will receive priority in re-scheduling.

6. The search analyst will give priority to all Albright searches over any "outside" requests.

Canisius College Memorandum

To: Faculty and Administrators Date: June 24, 1982

From: Peter J. Laux
Director of the Library

Subject: Data Base Searches - Policy for 1982-1983

Beginning with the new fiscal year a fee structure will be inaugurated to cover partially the cost of computerized literature searching. Following are the regulations governing the authorization to initiate a computer search:

1. FACULTY

(a) The College will subsidize data base searches for faculty members from funds normally provided to support faculty research. Application for subsidized searches must be made on the Library's search request form and approved by the department chairperson, appropriate dean, and the Executive Vice-President for Academic Affairs.

(b) Faculty members who wish to have data base searches done at their own expense may do so by submitting a search request on the form provided for this purpose in the Library's Reference Department. A $5.00 advance deposit is required to instigate any data base search, and the Library will subsidize the first $5.00 of any individual search. The balance of the search must be paid by the individual before receipt of copy.

2. ADMINISTRATORS

(a) The College will subsidize work-related data base searches for administrative personnel from departmental funds at the discretion of the director of the department concerned. Application for searches must be made on the Library's search request form and approved by the department director and appropriate vice-president

(b) Administrators who wish to have data base searches done at their own expense may do so by submitting a search request on the form provided for this purpose in the Library's Reference Department. A $5.00 advance deposite is required to instigate any data base search, and the Library will subsidize the first $5.00 of any individual search. The balance of the search must be paid by the individual before receipt of copy.

Please Note:

1. The average time required to produce the hard copy for any data base search is approximately 8-10 days.

2. The Library reserves the right to establish priorities in the execution of data base searches.

Peter J. Laux

PJL:mmz

DATABASE SEARCHING POLICY

The Albion College Library has the capability to search the on-line indexes of the DIALOG database system, which provides access to over 150 databases, covering the sciences, social sciences and humanities. Through this service, we can obtain citations to books, journal articles, reports, etc. on a particular research topic.

In many cases, the data-bases duplicate printed indexes which are available in the library (such as Psychological Abstracts, Public Affairs Information Service, etc.). For this reason, computer searches will not normally be necessary for undergraduate research papers, as the print indexes we have will provide ample citations in most cases. However, database searches can play an important part in difficult or in-depth research and in cases where time is a factor, as on-line searches are much less time-consuming (and are usually more effective) than manual searches.

Searching costs vary according to the database used, time on-line, and number of print-outs. Currently, the library is absorbing 75% of the cost of each search, with the remaining 25% to be paid by the user or by the sponsoring department. This cost ratio is subject to change in the future, depending on the amount of DIALOG use.

If you or any of your students might benefit from a DIALOG search, please contact me. You might also wish to give some thought to developing a departmental policy regarding sponsorship of student (and faculty) searches. If you have any questions concerning database searches, call Mike Van Houten at Extension 382.

Oct. 1982 (rev.)

Albion College

Skidmore College • Saratoga Springs, New York 12866 (518) 584-5000

March 11, 1981

GUIDELINES FOR LIBRARY COMPUTER SEARCHES FOR STUDENTS

It should be understood that computer searches are meant to supplement the student's own research and not to substitute for it. In other words, an effective computer search should come after some grasp of the literature has been acquired and not as the first step of any project.

In order to conduct cost-effective searches the library requires evidence of previous effort and seriousness of purpose, e.g. senior thesis, term paper, seminar work, etc. Two steps are required to arrange for the search:

1. Evaluation of the search request by a reference librarian

2. Interview with the searcher to develop the specific search strategy

Although the data base is voluminous and growing, it should be remembered that not everything in every subject field can be searched by computer at this time.

PROMOTIONAL LITERATURE

Chaminade University
32

33

announcing:

DIALOG

at your friendly Chaminade library

34

what

DIALOG is an information retrieval service that enables you to quickly obtain data via computer from:

- -periodicals
- -reports of current research
- -dissertations
- -books & manuals
- -conference proceedings and many other sources.

DIALOG has access to over 70 databases in the arts, humanities, technology, science, social sciences, business, current events, and the media.

why

1. To keep up on developments in your field.
2. For writing papers, theses, and dissertations.
3. For gathering information for reports, speeches, proposals.
4. For developing new curricula and educational programs.
5. To prepare bibliographies for scholarly research....and many more!

how

Contact JOAN FLYNN at Chaminade's Sullivan Library for more information.

HURRY! This service will be FREE for a limited time only-- on a first-come, first-served basis. DON'T DELAY!!

(made possible by a Title III federal grant)

THE PENNSYLVANIA STATE UNIVERSITY
THE CAPITOL CAMPUS
MIDDLETOWN, PENNSYLVANIA 17057

The Heindel Library

ODIN: Online Database Information Network

ODIN, the Online Database Information Network at Heindel Library, is a new service designed to improve Capitol Campus access to online bibliographic information. Increasingly common in libraries, online services such as ODIN use computers to complement manual searches of indexes and abstracts. Specifically, ODIN can help you find needed references, compile bibliographies and perform literature reviews.

During its initial period of operation, ODIN will provide computerized access to a limited number of highly used index and abstract databases. Manipulating these databases online can provide you with a list of citations for articles, technical reports, books, dissertations and other materials relating to your research topic. While never exhaustive in itself, an ODIN search in conjunction with your rigorous manual search will result in a more comprehensive set of bibliographic information.

WHAT ODIN CAN DO FOR YOU

For topics on which you need bibliographic information, ODIN can search through index databases which include thousands of citations, identify pertinent data and provide a listing for your use. Depending on the structure of the database, this listing can range from brief information to a complete abstract.

Several caveats apply. ODIN will not be able to find the information you want if it is not in the available databases. Some subjects are covered better by reference works not available in a computerized form. It is important for you to describe the subject clearly and to identify the printed indexes and abstracts which provide good coverage.

HOW YOU CAN USE ODIN

Effective use of ODIN requires a clear statement of your research topic in a form -- normally an ODIN Search Request -- which can be coded to retrieve the desired information. Your participation in fully communicating your needs to the searcher may also greatly affect the quality of search results.

Although your time and ours constitute the most significant cost associated with ODIN, there will generally be a charge as well. ODIN uses commercial information retrieval systems and passes along the costs incurred plus a nominal service charge. The incurred costs include connect time, offline printing, telecommunications and royalties. Different databases have different costs associated with them. The nature of the topic and the scope of the search also affect the cost. Most searches range between $10. and $70., with average costs being around $25. Payment can be made by cash, check or interdepartmental transfer (IDT).

During the initial period of operation, while we all are learning more about ODIN, a limited number of faculty mini-grants are available to support searches. Faculty should contact their division heads for additional information.

ODIN: Online Database Information Network

Questions and Answers

Q. How do I know what databases are available and appropriate?
A. Your clear description of your search topic is usually sufficient for the reference librarian to determine which of the available databases should prove most effective and whether to recommend an alternative approach--either instead of or in addition to an ODIN search.

Q. Will an ODIN search satisfy all of my research needs?
A. Not usually. Your own good judgment and a reference librarian's advice will often suggest additional approaches to complement the computer search.

Q. Who does the actual searching?
A. Library faculty who are trained in using the computerized information retrieval systems, and who also use the printed indexes, abstracts and bibliographies of the subject area, regularly receive requests, conduct interviews and perform the actual search.

Q. How long does all this take?
Once you have filled out a search request form, describing your topic in some detail, we can usually schedule a time for an interview and search within several days. Offline prints of citations are received by mail within another several days. A ten day period for this whole process is typical.

Q. What kinds of references does ODIN give me?
As in their printed counterparts, most of the contents of the computerized databases are journal article citations. Some databases contain citations of many types of documents; while other databases include only one form, such as technical reports, books or dissertations.

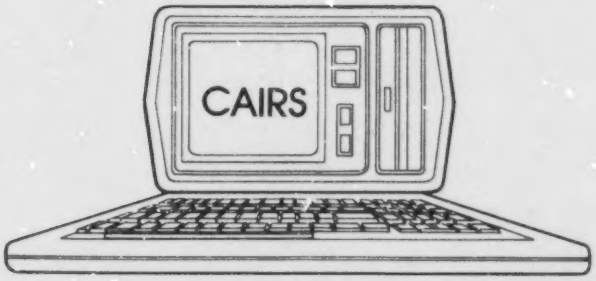
Q. Will Heindel Library have the items that the computer search identifies for me?
This will vary both by subject area and type of document. For example, we have many of the most important journals in a wide range of subject areas; however, we have relatively few dissertations done at other universities. As part of ODIN, librarians can advise you on the availability of the documents identified. Materials not available in Heindel Library may be requested through the Interlibrary Loan.

Q. How has ODIN been used at Capitol Campus?
A. ODIN searches have aided work on theses, articles, books, reports, research projects, bibliographies and grant applications. Capitol Campus graduate students, faculty, staff and individuals and agencies outside Capitol Campus have used ODIN for some of these purposes.

Q. What or who is ODIN?
A. ODIN is an acronym standing for Online Database Information Network. In Norse mythology Odin is, among other things, the god of knowledge and wisdom.

Q. Who do I contact for more information about ODIN?
A. Please stop by or call the reference desk at Heindel Library (948-6073).

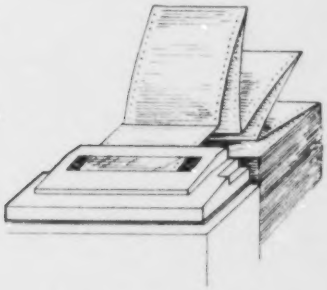
Pennsylvania State University - Capitol Campus



Cooperative Automated Information Retrieval Service

WHAT IS AUTOMATED INFORMATION RETRIEVAL?

Automated information retrieval is a reference service method that uses computers to scan indexes of journal articles in order to compile lists of articles on a particular subject. Such searching has two major advantages over the manual searching of printed indexes. First, it is more efficient, particularly when questions involve the coordination of several subject concepts. Second, it often allows more thorough searching of a topic than can be accomplished manually, since some elements of an article reference can be directly searched only by machine, not by hand.



WHAT MAKES A TOPIC SUITABLE FOR AN AUTOMATED LITERATURE SEARCH?

The capabilities of computerized literature searching are most appropriately used for the following topic searches:

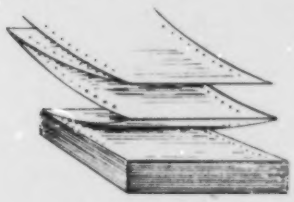
1. Searches that require the coordination of two or more distinct topics
2. Searches on topics so new or so obscure that they may not appear as subject headings in printed subject indexes
3. Searches on topics that may be stated in so many synonymous ways that manual searching of a key-word-in-context-index would be extremely time consuming.

WHAT RESULTS FROM A SEARCH?

The result of a search is a printout of references to what has been written or produced about a particular subject. The types of material indexed are periodical literature, case law, books, dissertations, unpublished papers, government documents, audio-visual material, pamphlets, etc. The printout is used to locate the full text of the referenced items. Some data bases include abstracts (short summaries) that can either be printed by the computer or located in printed volumes using the abstract numbers.

ARE THE REFERENCED DOCUMENTS IN THE LIBRARY?

Your library collection may not contain the document for every citation listed on your printout. If you cannot locate every item ask your librarian to check on Interlibrary Loan. Through that service you may be able to obtain a copy of the desired document for your use.



WHAT SUBJECTS ARE INCLUDED?

Legal matters are included on WESTLAW; most major subject areas are covered by DIALOG. They include education, psychology, business, medicine, physical and life sciences, social sciences, technology, sports, government activities, and some humanities. Automated information retrieval is a time-saving tool for literature research and for identifying library materials on a wide variety of subjects.

WHAT DOES IT COST?

There is no charge for the professional service, however, there is a charge for the connect time on-line. The cost varies considerably according to the complexity of the subject, the thoroughness desired, the number of items needed, the number of data bases searched, etc. Some estimate the average search costs around $10 - $20.

WHY PAY FOR COMPUTER SEARCH?

First, your time is worth money. Second, the technology is here. Third, you can spend the time you would ordinarily use hunting information for the intellectual use of that information. Fourth, you may find citations you can find no other way. And fifth, you will pay less than the price of an average textbook for a customized and highly current bibliography.

WHAT IS DIALOG?

Millions of items of information stored in a central computer are available to you. It contains references to published literature, statistical data, or ongoing research. DIALOG currently accesses more than 130 data bases in business/economics, contracts/grants/current research, energy/environment, humanities/arts, law/current topics/medicine, science, and social sciences and in nonbibliographic indexes and directories.

WHAT IS WESTLAW?

A full-text bibliographic database which provides extensive access to case law, statutes, regulations, administrative determinations and legislative histories. Includes *West's Reporter System*, *Shepard's Citations*, and the *Supreme Court Reporter*.

IS FAMILIARITY WITH THE COMPUTER NECESSARY?

NO KNOWLEDGE OF THE COMPUTER IS NEEDED BY PERSONS REQUESTING **CAIRS**.YOU TELL THE LIBRARIANS WHAT YOU WANT AND THEY WILL USE THE COMPUTER TO DO YOUR SEARCH.

AM I ELIGIBLE TO USE THE SERVICE?

Cooperative Automated Information Retrieval Service is available to the clientele of the following libraries:

- Lackawanna Bar Association Law Library
- Marywood College Library
- Scranton Public Library

WHERE DO I GET THE SERVICE?

DIALOG is available at Marywood College Library.

WESTLAW is available at Lackawanna Bar Association Library, Court House Building.
Referrals to either maybe made at Scranton Public Library.

CAIRS aims to serve your informational needs.
CAIRS aims to conserve your time and your monetary investment.
CAIRS aims to help you succeed.
Try CAIRS. Make an appointment today.

FOR MORE INFORMATION, SEE A REFERENCE LIBRARIAN AT ANY ONE OF THE THREE COOPERATING LIBRARIES.

This project is supported by funds from the Library Services and Construction Act under a contract with the State Library of Pennsylvania, Department of Education.

These three libraries are committed to a policy against discrimination on the basis of race, creed, color, sex, national origin, or nondisqualifying handicap.

CAIRS

Cooperative Automated Information Retrieval Service

Marywood College

BUSINESS COMPUTER SEARCHES

Business databases available through DIALOG and BRS include the following. Several others are also available. For a more complete list, consult a reference librarian.

BIBLIOGRAPHIC DATABASES PROVIDING CITATIONS AND A LONG INFORMATIVE ABSTRACT

ABI/INFORM: (BRS/DIALOG) Provides coverage from 1971 of literature concerning management and administration; specifically: banking, real estate, insurance, accounting, data processing and communications. Covers 400 journals as well as books, chapters, conference papers, dissertations and patents. Updated monthly.

MANAGEMENT CONTENTS: (BRS/DIALOG) Provides coverage from 1974 of literature concerning business and management; specifically: decision sciences, marketing, finance, operations research, industrial relations, public administration, and organizational behavior. Covers over 300 U.S. and foreign journals, proceedings and transactions. Updated monthly.

PTS PROMT: (BRS/DIALOG) Provides coverage from 1972 of worldwide business information on all types of industries and products. Covers over 800 journals and newspapers as well as studies and technical surveys. Also includes summaries of annual reports from Fortune's top 1000 industrials and top 500 non-industrials. Updated monthly.

DOW JONES NEWS: (BRS) Provides coverage from June 1979 of general business and financial news. Covers articles from the Wall Street Journal, Barron's, and news items from the Dow Jones News Wire Services. Updated weekly.

DATABASES PROVIDING DIRECTORY INFORMATION

EIS INDUSTRIAL PLANTS: (DIALOG) Provides current information on 130,000 establishments operated by 67,000 firms with current annual sales of more than $500,000 (more than 90% of the total U.S. industrial activity). Covers journals, directories, financial reports, Census Bureau statistics, and data received directly from corporations. Revised quarterly.

EIS NONMANUFACTURING ESTABLISHMENTS: (DIALOG) Provides current information on 240,000 nonmanufacturing establishments which employ 20 or more people (about 85% of each industry's sales). Covers location, headquarters name, percentage of industry sales, employment level and parent company information. Revised quarterly.

FROST & SULLIVAN DM2: (DIALOG) The Defense Market Measures System database announces U.S. Government contract awards and requests for proposals from 1975 for the engineered systems and services market. Updated quarterly.

BIBLIOGRAPHIC DATABASES PROVIDING CITATIONS AND A SHORT INDICATIVE ABSTRACT

NEWSEARCH: (DIALOG) Provides extensive, current coverage of the Wall Street Journal, New York Times, Christian Science Monitor, the journals indexed in the Reader's Guide to Periodical Literature, and over 600 law journals. Coverage includes articles, news reports, editorials, letters to the editor, product evaluations, and obituaries. Updated daily. Records are placed in appropriate files after one month (such as the Trade & Industry Index file).

INSURANCE ABSTRACTS: (DIALOG) Provides coverage to over 125 journals in the areas of health insurance, life insurance, risk management, and property and liability insurance. Sources are primarily U.S. and Canadian publications issued since 1979. Updated monthly.

TRADE & INDUSTRY INDEX: (DIALOG) Provides coverage from January 1981 to the present of journal articles, newspaper articles, books, and government documents as well as selected industry related information from the Magazine Index, the National Newspaper Index, and the Legal Resource Index. Updated monthly; newly indexed records are held in NEWSEARCH.

PTS F & S INDEXES: (BRS/DIALOG) Provides coverage from 1972 of the world's business literature: primarily company, product, and industry information. Indexes articles from over 2500 international trade journals, newspapers, government documents, and newsletters. Print counterparts: F & S Index Europe; F & S Index International; F & S Index U.S. Updated monthly.

ECONOMIC ABSTRACTS INTERNATIONAL: (DIALOG) Provides coverage from 1974 of the world literature on markets, industries, country-specific economic data, and management. Indexes over 1800 journals. Updated monthly.

DATABASES PROVIDING DATA AS WELL AS CITATIONS

DISCLOSURE II: (DIALOG) Provides extracts of reports filed with the SEC by over 9000 public companies. Includes 10-K, 10-Q, and 20-K financial reports, as well as 8-K reports of unscheduled events or changes. Covers data back to 1980. Updated weekly.

STANDARD & POORS NEWS: (DIALOG) Provides coverage from September of 1979 of the interim earnings, management changes, contract awards, mergers, acquisitions, bond descriptions, and corporate backgrounds of over 9000 publicly-owned companies. Print counterpart: Standard & Poor's Corporation Records. Updated weekly.

ADTRACT: (DIALOG) Provides coverage from October 1980 of all ads ¼ page or larger appearing in 150 major U.S. consumer magazines (those which represent 98% of consumer magazine advertising revenues in the U.S.). Each ad is indexed by company name, product name, and its content and characteristics. Updated monthly.

DATABASES PROVIDING DATA

PTS U.S. FORECASTS: (DIALOG) Provides coverage from 1974 of published forecasts of U.S. industries, detailed products, and general economics. Covers trade journals, business and financial publications, newspapers, government report, and special studies. Also includes records from the Census of Manufacturers for 1963, 1967, and 1972. Provides historical base period data, a short-term forecast, and a long-term forecast. Updated quarterly.

PTS INTERNATIONAL FORECASTS: (DIALOG) Provides abstracts of forecasts published since 1971 with historical data for all countries excluding the U.S. Covers 1000 sources including annual reports of foreign governments, statistical reports of industries and trade associations of foreign countries, U.N. publications, bank letters, business and trade journals, and newspapers. Updated monthly.

PTS U.S. TIME SERIES: (DIALOG) Provides coverage of time series on the U.S. giving historical data to 1957 and projected forecasts to 1990. Covers time series on U.S. production, consumption, foreign trade, wages, industries, services, population, employment, and other areas of interest. Print counterparts: Predicasts Composites and Predicasts Basebook. Replaced quarterly.

PTS INTERNATIONAL TIME SERIES: (DIALOG) Provides coverage of historical data and projected forecasts on fifty non-U.S. countries. Covers time series on GNP, per capita income, major products, population, and other areas of interest. Print counterparts: Worldcasts Composites and Worldcasts Basebook. Replaced quarterly.

BLS CONSUMER PRICE INDEX: (DIALOG) Contains time series data of consumer price indexes calculated by the U.S. Bureau of Labor Statistics (BLS). Coverage includes the CPI for various geographic areas and population categories. Updated monthly.

BLS PRODUCER PRICE INDEX: (DIALOG) Provides time series data of producer price indexes (wholesale price indexes) and industry price indexes calculated by the U.S. Bureau of Labor Statistics (BLS). Updated monthly.

BI/DATA TIME SERIES: (DIALOG) Provides historical time series data on up to 315 indicators for each of 131 countries. Data is provided by such official sources as the United Nations, International Monetary Fund, and the World Bank. Updated quarterly.

U.S. EXPORTS: (DIALOG) Provides time series data of exports of merchandise from the U.S. to other countries. Replaced annually.

UCCS LIBRARY GUIDE

ONLINE COMPUTER SEARCH SERVICE

OVERVIEW: The UCCS Library offers computerized literature searching through two vendors: Dialog Information Retrieval Service (DIALOG) and Bibliographic Retrieval Systems, Inc. (BRS). Data bases covering the literature of the sciences, humanities, and the social sciences are available.

HOW TO REQUEST A SEARCH: A computer search may be requested by consulting a reference librarian. The librarian will discuss your topic with you and provide information on appropriate data bases, prepare keywords for the search and advise you on cost considerations. We suggest that you be present during the actual search so that the results can be continuously evaluated and the search modified if necessary.

COSTS: The cost for each search is derived solely from vendor and communication charges (UCCS Library does not include a service charge) and tend to run from $3 to $50.

PAYMENT: Search costs may be met through payment by check, cash, or credit card at the Finance Office; or, if using departmental funds, by bringing a signed interdepartmental invoice to the search.

FOR MORE INFORMATION: Call the library reference desk at 593-3295 (x295). Appointments for an interview and search may also be made by calling the above number.

SCIENCE LITERATURE SEARCHES

Science databases available through DIALOG and BRS include the following. Several others are also available. For a more complete list, consult a reference librarian.

GENERAL SCIENCES

SCISEARCH: (BRS/DIALOG) This on-line counterpart to the printed Science Citation Index and Current Contents is a multidisciplinary index to the literature in science and technology. It provides coverage since 1965 of over 3800 journal titles. Updated monthly.

NTIS: (BRS/DIALOG) NTIS provides coverage from 1964 of U.S. government sponsored research and development in the sciences emanating from federal agencies, their contractors or grantees. Some state and local research is included. Updated biweekly.

SSIE: (BRS/DIALOG) The Smithsonian Science Information Exchange database contains reports of government and privately funded scientific research projects either currently in progress or initiated and completed in the most recent two years. Updated monthly.

AMERICAN MEN & WOMEN OF SCIENCE: (BRS) This database provides biographical data on over 130,000 scientists in the physical and biological sciences. The entire listing is updated on a three year cycle.

COMPREHENSIVE DISSERTATION INDEX: (BRS/DIALOG) An author, title and subject guide to dissertations written in all subject areas, including the humanities, social sciences and sciences since 1861. Professional (M.D., L.L.D.) and honorary degrees are not included. Updated monthly.

CHEMISTRY

CA SEARCH: (BRS/DIALOG) Provides coverage since 1967 of the literature of chemistry and chemical engineering and corresponds to the printed Chemical Abstracts. Among the sources covered are journals, patents, conference proceedings, books, dissertations, and technical reports. Updated monthly.

LIFE SCIENCES

BIOSIS PREVIEWS: (BRS/DIALOG) Provides worldwide coverage since 1969 of the life sciences as found in Biological Abstracts and Biological Abstracts/RRM. Primary journals, symposia, reviews, institutional and government reports, research communications and other secondary sources on all aspects of the biosciences and medical research are included. Updated semi-monthly.

GEOLOGY

GEOARCHIVE: (DIALOG) Provides worldwide coverage since 1969 in the fields of geophysics, geochemistry, geology, paleontology, and mathematical geology. Sources covered include over 5000 serials, conference proceedings, dissertations, and geological maps. No printed equivalent. Updated monthly.

GEOREF: (DIALOG) Provides coverage since 1961 on North American material and since 1967 on worldwide material. Sources include over 4500 journals, books, maps, government publications, dissertations and theses dealing in all aspects of geology, geochemistry, geophysics, mineralogy, petrology, and seismology. Updated monthly.

ENVIRONMENT

ENVIROLINE: (DIALOG) Worldwide coverage since 1971 of management, technology, planning, law, political science, economics, geology, biology, and chemistry as they relate to environmental issues. Sources include journals, government documents, films, and books. Also included are rulings from the Federal Register. Updated monthly.

MEDICINE

MEDLINE: (BRS/DIALOG) The National Library of Medicine produces MEDLINE, a major source for biomedical literature. MEDLINE corresponds to three printed indexes: Index Medicus, International Nursing Index, and Index to Dental Literature. Coverage from 1966 includes over 3000 journals and selected monographs. Updated monthly.

EXCERPTA MEDICA: (DIALOG) Provides worldwide coverage from 1974 of all medical fields, drug and pharmaceutical literature, environmental health, and other health related sciences. Updated monthly.

NIMH: (BRS/DIALOG) The National Institute of Mental Health database provides coverage since 1969 of worldwide information in the general area of mental health. Sources covered include over 12,000 journals, as well as books, conference proceedings, and non-print media. There is no equivlent print version. Updated monthly.

ENGINEERING

COMPENDEX: (BRS/DIALOG) This online counterpart to Engineering Index provides worldwide coverage since 1970 of engineering and technological literature. Sources include over 3500 journals, conference proceedings, and selected government reports. Updated monthly.

INSPEC: (BRS/DIALOG) INSPEC is the online counterpart to the printed Physics Abstracts, Electrical and Flectronics Abstracts, and Computer and Control Abstracts. It covers the literature since 1969 in physics, electrotechnology, computers, and control. Updated monthly.

ISMEC: (DIALOG) Provides worldwide coverage since 1973 of mechanical and production engineering and engineering management. Sources include over 250 journals, books, and conference proceedings. Updated monthly.

SPIN: (DIALOG) Coverage since 1975 of all major areas of physics as well as statistical and mathematical physics, astronomy, astrophysics, and geophysics. Updated monthly.

10/82:mw

Infoguide®

NUMBER TWENTY-ONE/JUNE 1982 BRADLEY UNIVERSITY LIBRARY

DATABASE SEARCH SERVICES

A database is a collection of data or information. More than 150 databases are available for computer searching by the Bradley University Library. Most of these are bibliographic databases; they contain all the information needed in order to locate a periodical article, newspaper article, technical report or book on a particular subject.

Database searches are offered free of charge to Bradley University students and faculty. Since the Library is charged for this service and absorbs the cost, a librarian will determine whether or not a computer search is appropriate for the specific research question. Most simple topics can be handled quite easily by a manual search through the printed indexes and abstracts the Library has. However, a database search can save a lot of time and effort in some situations.

A DATABASE SEARCH IS ADVISABLE WHEN . . .

. . . the subject is complex and contains two or more concepts. The computer can combine concepts in the search.

. . . the subject is new or new terminology has developed. Databases are more up-to-date than their print counterparts. Also, a computer is not limited to subject headings but can search for a particular word or phrase in a title or abstract.

. . . you really need a comprehensive, retrospective search on the subject. However, since database searching is a relatively new development most databases do not go any further back than the mid-1960's.

. . . there is no print equivalent to the database or the Library does not have the printed index or abstract. A librarian will be able to advise you which index, abstract or database is most relevant to your research problem.

TO INITIATE A SEARCH

1. Make a preliminary search of appropriate indexes and abstracts. Note relevant subject headings and concepts which can be used to formulate a database search.

2. Consult a librarian who will discuss your research question with you, advise you on relevant databases, and assist you in developing the search strategy.

Bradley University

3. If a computer database search is advisable, you and the librarian will jointly decide on which database files, concepts and terms will be used in the search.

SEARCH RESULTS

Search results are available in two forms and may be picked up at the Information Desk.

1. Offline prints: complete citations with abstracts are printed by the database search service and mailed to the Library on the day following the search. This usually takes from four days to a week to arrive at the Library. Generally no more than 75 of the most recent citations are printed.

2. Online typed citations: abbreviated citations are typed out on the Library's terminal at the time the search is run, usually within a day. No more than the most recent 50 citations will be typed online. This is useful where the printed indexes are available to supply the full citation and when time is short.

INTERLIBRARY LOAN

Many of the publications cited in a computer search will not be available in the Library. The Library maintains an active interlibrary loan program to borrow material from other libraries. There are also cooperative arrangements between Bradley and many Peoria-area libraries for direct borrowing. A librarian will be glad to help you determine the best way to gain access to materials which are not in the Library's collection.

EXAMPLES OF DATABASES

The databases listed below correspond to printed indexing or abstracting services unless otherwise noted. An asterisk (*) indicates that abstracts are included in a particular database; years of coverage are indicated in parentheses.

HUMANITIES

*ArtBibliographies Modern (1974-present)
*Language and Language Behavior Abstracts (1973-present)
MLA Bibliography (1976-present)
*Philosopher's Index (1940-present)
*RILM Abstracts (1972-present)--Repertoire International de Litterature Musicale

SOCIAL SCIENCES, including BUSINESS and EDUCATION

*ABI/INFORM (August 1971-present)--No print counterpart; covers journal articles in all areas of business management and administration
*America: History and Life (1964-present)
*ERIC (1966-present)--Corresponds to the printed indexes Current Index to Journals in Education and Research in Education
*Management Contents (September 1974-present)
PAIS International (1976-present)--Corresponds to Public Affairs Information Service Bulletin and Foreign Language Index
*Psycinfo (1976-present)--Corresponds to Psychological Abstracts

Social SciSearch (1972-present)--Corresponds to Social Science Citation Index; searchable by author's cited references
*Sociological Abstracts (1963-present)

SCIENCE AND TECHNOLOGY
AGRICOLA (1970-present)--Agricultural literature from the Bibliography of Agriculture and the holdings of the National Agricultural Library
*BIOSIS Previews (1969-present)--Contains citations from both Biological Abstracts and Biological Abstracts/RRM (formerly Bioresearch Index)
*CA Search (1967-present)--Combines Chemical Abstracts with CA General Subject Headings and the CAS Registry Numbers
*COMPENDEX (1970-present)--Corresponds to the printed Physics Abstracts, Electrical and Electronics Abstracts and Computer and Control Abstracts
*MEDLINE (1966-present)--Corresponds to Index Medicus, International Nursing Index and Index to Dental Literature
*METADEX (1966-present)--Includes Metals Abstracts, Alloys Index and Review of Metal Literature
*NTIS (1964-present)--Consists of government-sponsored research, development and engineering plus analyses prepared by federal agencies
SciSearch (1965-present)--Corresponds to Science Citation Index; Searchable by author's cited reference

10/76 WRW; rev 6/82 SE

SAMPLE SEARCH done in the ERIC database on the subject: "how a working mother effects the development of her children."

```
? SS EMPLOYED WOMEN OR WORKING (W) WOMYN
          4   2343 EMPLOYED WOMEN ---------> ERIC descriptor
          5    223 WORKING (W) WOMYN -------> Phrase in title or abstract
          6   2396  4 OR 5 ---------------> Number of hits
? SS PERSONALITY OR INDIVIDUAL DEVELOPMENT OR CHILD DEVELOPMENT
          7   9270 PERSONALITY  (THE DYNAMIC, INTEGRATED PATTERN OF M
          8   3747 INDIVIDUAL DEVELOPMENT  (GROWTH OR MATURATION IN T
          9   4467 CHILD DEVELOPMENT
         10  15523  7 OR 8 OR 9
? SS INFANTS OR PRESCHOOL CHILDREN OR YOUNG CHILDREN OR CHILDREN
         11   3074 INFANTS  (AGED BIRTH TO 24 MONTHS (NOTE: ALSO APPE
         12   4919 PRESCHOOL CHILDREN  (AGED 2 THROUGH 5 YEARS (NOTE:
         13   1523 YOUNG CHILDREN  (AGED BIRTH THROUGH 8 YEARS (NOTE:
         14  62157 CHILDREN  (AGED BIRTH THROUGH 12 YEARS (NOTE: ALSO
         15  63636  11 OR 12 OR 13 OR 14
? C 6 AND 10 AND 15 ---------------> Combining concepts
         16     34  6 AND 10 AND 15 ---> Number of relevant articles
? T 16/3/1-2
16/3/1
EJ254860
  SATISFIED WORKING MOTHERS AND THEIR PRESCHOOL SONS.
  HENGGELER, SCOTT W.; BORDUIN, CHARLES M.
  JOURNAL OF FAMILY ISSUES, V2 N3 P322-35 SEP
  1981

16/3/2
EJ250842 ---> Item number
  THE WORKING MOTHER: A CRITIQUE OF THE RESEARCH. ---> Title
  SMITH, ELSIE J. ---------------------------------> Author
  JOURNAL OF VOCATIONAL BEHAVIOR, V19 N2 P191-211 OCT > Journal
  1981
```

First concept: working moth

Second concept: individua developme

Third concept: Children

Abbreviated citation--typed online

Complete citation--offline print

```
EJ126994  UD503909 ---------------------> Item number
  The Next Revolution ------------------> Title
  Bell, Carolyn Shaw -------------------> Author
  Social Policy, 6, 2, 5-11   Sep-Oct 1975 -> Journal
  Language: ENGLISH
  The future status of women is envisioned as more than labor
market projections of wider employment opportunities.
Responsibilities of human beings such as family formation,
upbringing of children, the process of human growth and
development, marriage and divorce are seen as components of
the second revolution. (Author/AM)
  Descriptors: Employed Women; Family Problems; *Family Role;
*Females; *Feminism; Group Status; *Individual Development;
Sex Discrimination; *Sex Role; Social Status
```

Abstract

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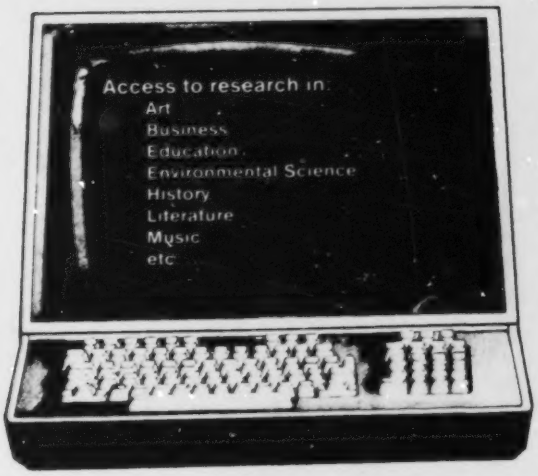
7 Ramapo College Library Computerized Database Searching

The recent information explosion has resulted in such an accumulation of published materials that a means of going outside traditional search tools had to be developed. Ramapo College Library now makes available to faculty, staff and seniors engaged in honors projects computerized database searching. A database can be accessed by a computer in minutes whereas a hand search can take hours. DIALOG, the online information system employed by Ramapo College Library, provides access, through a telephone connected to a terminal, to approximately 125 databases, all of which are constantly updated to provide the most current information available.

An online database search should be initiated only after a manual search has been conducted and will be productive only when the request is well defined. Upon conferring with a reference librarian, a search form should be filled out providing an explanation of the topic, the databases to be searched and the key terms to be employed. (Thesauri may be consulted to determine appropriate terminology.) Subject areas represented are science, technology, medicine, business, law, economics, the social sciences and humanities. The computer search will provide the patron with a *bibliography* (a list of articles, books, etc. about their topic) from which they may select those items which interest them most.



COMPUTERIZED LITERATURE SEARCH SERVICES

WHY COMPUTERIZED LITERATURE SEARCHING?

Computerized literature searching uses automation technology to scan indexes and compile lists of references on a subject. This is possible when indexing and abstracting services put their data into machine readable form, creating "data bases." In addition to being faster than the manual search method, computerized literature searching is more efficient, particularly when research involves the coordination of several subject concepts. It is also more thorough because some elements of a document, such as abstract and title texts, can be searched only by a computer. The computerized data base is generally more current than its printed counterpart, thus citations are often available "on line" months before they appear in any printed index.

HOW DOES COMPUTERIZED LITERATURE SEARCHING WORK?

References to journal articles, reports, papers and other forms of research reporting are retrieved from a data base by entering, via computer terminal, a search profile which has been developed jointly by a reference librarian and the person requesting the search. The librarian performs the search by using the computer terminal to interact with the data base. The researcher is welcome to make an appointment to observe and comment while the librarian does this. The search result is usually a printed bibliography.

WHEN IS COMPUTERIZED LITERATURE SEARCHING MOST EFFECTIVE?

Computerized literature searching is most effective when used to search topics with one or more of the following characteristics:

1. Questions requiring the coordination of two or more distinct topics (e.g., "the relationship of parental divorce, during adolescence, to self-concept" has three topics: divorce, self-concept, and adolescence).
2. Questions on topics so new or obscure that they may not appear as subject headings in printed indexes (e.g., "laminar flow filters," or "splinter skulls in children").
3. Questions on topics that may be stated in so many synonymous ways that manual searching of a printed index would be extremely time-consuming (e.g., "electron probe microanalysis" is expressible in at least a dozen different ways, including "x-ray microanalysis" and "microprobe analysis.")
4. Questions relatively narrow in scope and/or likely to result in fairly small retrieval (e.g., the topic "pesticide residues in food" is too broad: this question retrieved 666 citations in a Chemical Abstracts search. Only if the very latest information on the subject is needed or an in-depth study is being done is this type of search effective. A more suitable question might be "DDT residues in milk."

(From: The Washington State University Libraries)

DONNELLEY LIBRARY
LAKE FOREST COLLEGE

What is online information retrieval?

Just as information is stored in the printed format and retrieved by reading books and journals, it also can be stored in computer data banks and retrieved by having a computer search the data bank for specified information and print the results. Printed sources often are produced from machine-readable files. Many of these databases are machine-readable versions of major abstracting and indexing services researchers have been using for years. The result is that an increasingly important body of information can be searched quickly and efficiently by computer.

Eugene McDermott Library
University of Texas at Dallas
P.O. Box 643
Richardson, TX 75080

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COMPUTER-ASSISTED INFORMATION SERVICES

Eugene McDermott Library
The University of Texas
at Dallas

UTD

Should you consider online?

Online has several advantages over manual search methods:

An online search can be performed in a fraction of the time required for a manual search.

Copying of citations is eliminated because they are typed out for you.

Newly coined terms can be retrieved before they become accepted descriptors for a printed index.

Online databases are updated more frequently than printed indexes and can supply the latest information available.

Two or more concepts, such as women and careers, can be coordinated so that only articles which contain both concepts are retrieved.

Print counterparts of online databases are not always available.

Online offers greater retrieval capability because it can search for non-standard elements including SIC codes, chemical registry numbers, company names or institutional affiliations.

Comprehensiveness is increased because titles and abstracts can be searched for key words.

What databases are available?

More than 900 databases are publicly available, representing all major fields of study. The UTD library has computer access to the most widely used databases in business, science, social sciences and humanities. The types of databases are categorized as follows:

Bibliographic - *if they contain citations to books, published articles, reports, patents or conference proceedings.*

Factual - *if they include organization names, addresses or company descriptions.*

Numeric - *if they contain economic statistics, securities prices or quantitative data.*

What does it cost?

Because the database rates vary greatly and each search request differs in scope and complexity, an estimated cost can be given at the time of the search request. The exact cost of each search is calculated upon completion. Users of this service will be charged for direct computer connect time and any offline prints plus a service fee.

What steps are involved?

An appointment should be made with a reference librarian to discuss your search. Assistance will be provided in isolating key words and concepts relevant to the topic, formulating a search strategy and selecting the appropriate databases. To maximize the benefits of the search, the requestor is urged to be present while the search is being run. The computer printer can reproduce the retrieved information while you wait, but it is more economical to have it printed offline. The offline prints are delivered to the library through the mail, usually in about six days.

Allow about half-an-hour for the interview. Appointments can be made in person or by telephone. The reference number is 690-2955.

Ask for a complete catalog of available online databases at the reference desk.

an equal opportunity/affirmative action university

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Online Computer Searches

What is it?

Computer database searching is a method of obtaining bibliographic information for in-depth research projects. ORU accesses the files of hundreds of sources ranging from the *New York Times* to *Chemical Abstracts* to *Psychological Abstracts* using a long-distance data transmission system. We search for words you expect to appear in the documents and for standardized subject headings. These search terms are manipulated with Boolean operators, which allow us to build a hierarchy of thought or a complex relationship between concepts. The result is a list of articles, books, or other items which contain information on your topic.

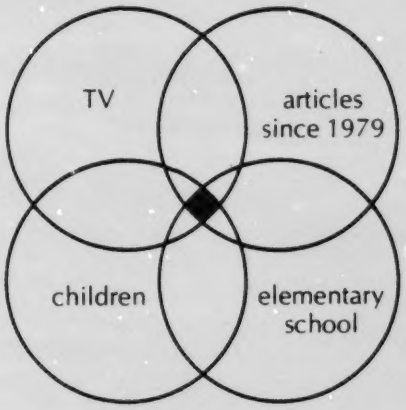
Advantages

The primary advantages of computerized searching are:

—**SPEED:** Searches which would take hours or days manually can be done in minutes.

—**COMBINATION OF TERMS:** Several terms may be combined and interrelated rather than searched individually.

—**CURRENCY:** Online databases can be updated more frequently than printed indexes. A typical search might combine the following terms and limitations: The effects of *television* on *elementary school children* (articles written since *1979*)



Procedure

1st: Do some manual searching on your own. It is important to become familiar with the types of materials you expect to find through the computer search. This will help you narrow the search to a manageable topic and adjust your expectations of the resources. You may want to consult a reference librarian at this point.

2nd: Request and complete an online search request form at the Information Desk. (Medline search request forms for health science topics may be obtained from the Health Science Librarian.)

3rd: Make an appointment with a reference librarian during library business hours (8 a.m. - 4:30 p.m.), or with the appropriate subject specialist. A short interview to develop a search strategy is required due to the cost of computer time. We ask that you be present when the search is run, if possible, because only you know exactly what you want.

Cost

The cost of a search covers the long-distance telephone fees, an access fee to the database service and a royalty fee to the producer of the file. So the cost the user pays depends on:

—which files are searched
—how long the search takes
—how many items are retrieved

*A $10 deposit is required prior to the search, with the remainder of the cost due on the completion of the search (of course, any unspent remainder of the deposit is returned to the requestor).

*Searches requested by faculty members may be charged to the departmental budget with the approval of the department chairman on the request form.

ONLINE COMPUTER SEARCH REQUEST
ORAL ROBERTS UNIVERSITY LIBRARY

REQUESTOR'S NAME Andrew Gregg

Today's Date 9-15-82

CAMPUS ADDRESS LRC 475

English Department

Date Needed 10-01-82

PHONE NUMBER ext. 6599

Purpose of Search

____ Research _x_ Current Awareness

____ Term Paper/project (what class? ____)

____ Class-related assignment (what class? ____)

____ Senior Paper (what degree? ____)

____ Dissertation/Master's Thesis (what class? ____)

____ Dissertation/Doctoral Thesis (what class? ____)

SEARCH TOPIC: Please record, in your own words, a full description of the subject on which you are seeking information. Where appropriate, include alternate names and spellings for people, places, and things, and descriptive terms for specific methods or techniques used in your research. Please be as exact as possible.

Treatment of women (females) in the plays (dramas, comedies, tragedies) of Shakespeare.

List important terms (words and phrases) and any synonyms or related terms that you wish to include or exclude. Include both scientific and common terms. Include authors and other proper nouns if they may be helpful. Include search terms helpful in your search of print indexes. Please feel free to explain terms and be as detailed as necessary.

include: marital relations, marriage, queens, princesses, servants

exclude: sonnets and poetry

search only articles written since 1978

Payment by requestor ____ Charge Department 9999

Maximum amount to spend $60.00 Cost Center Number 9082

Dr. Epperson
(Department Chairman's Authorization)

I understand that computer searching does not guarantee results. I realize I will be held responsible for the payment of any search charges unless my department chairman has signed this form to authorize payment by the department.

Oral Roberts University

Andrew Gregg
(Requestor's Signature)

fairleigh dickinson university

messler library

rutherford campus

No person acting within the scope of his or her authority and responsibility at Fairleigh Dickinson University shall discriminate on the basis of race; color; creed; sex; national origin; handicap; military status; or age, except to the extent permitted by law.

COMPUTER SEARCH SERVICE

who needs it ?

Fairleigh Dickinson University - Rutherford Campus

you do ... if ...

You are working on a:

Class project
Term paper
Master's degree
Journal article
Dissertation
and

you need materials pertinent to your field, published since 1970.

A COMPUTER SEARCH will ...

Search the literature thoroughly.

Zero in on a simple or complex topic.

Locate the most recent information.

Search indexes not available at Messler Library.

Search in a matter of minutes.

how does it work?

A reference librarian feeds subject-headings or "descriptors" into the library's computer terminal which is connected by telephone to a set of data bases. Within seconds the computer will print a list of materials related to your topic.

what is a data base ?

"Data base" is a new name for an old friend. Many of the published indexes you consult in the library are now available on magnetic tape and may be searched through a computer terminal. You may now search over a hundred data bases in many different subjects, including:

Scisearch
MLA Bibliography
Magazine Index
PAIS International
Predicasts
CA Search (chemistry)
Biosis Previews
ERIC

how much does it cost ?

You pay only for computer time. Brief searches may cost from $5 to $15. More complex searches may range from $25 to $60.

how long does it take?

Most searches will be ready within 24 hours.

where can i locate the materials?

Because the data bases will include a wide range of books and periodicals, some of them may not be available at Messler Library. These items may be requested through inter-library loan.

where do i go for a computer search?

Contact the:

Reference Desk
Messler Library
Rutherford Campus
(201) 460-5066

SEARCH REQUEST FORMS

CAIRS

Instructions For Patrons

Please read the statement concerning LIMITS OF LIABILITY printed below.
COMPLETE the TWO FORMS provided:

1. SEARCH REQUEST FORM - This is needed for billing and internal records.

2. SEARCH DESCRIPTION FORM - The information you provide can expedite the pre-search planning, shorten the search time and improve the final result.

Be sure to SIGN the SEARCH REQUEST FORM.
Representative costs per minute of search are available at the terminal or from the search specialist.

Patrons for whom data searches are performed agree to pay all charges and fees for the search. Charges for Marywood faculty, students and staff and members of the Lackawanna Bar Association are based on time connected to data bank(s) with development of search plan by librarians provided gratis. Charges for off-campus patrons* will be based on time connected to data bank(s) plus Library overhead and librarian time spent in development of search plan and technique. Charges and fees apply for all searches whether or not the information developed is satisfactory.

Marywood College or the Lackawanna Bar Association shall not be liable or deemed to be in default for any delays or failures in performance or interruption of service resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the libraries or for failure to locate satisfactory data or information. Patron will indemnify and hold these libraries harmless against any claims or demands of third parties arising out of use of services or materials provided hereunder.

Marywood Library will provide search service of the DIALOG Information Retrieval Service, and the Law Library the service of WESTLAW in accordance with the Users' Manuals. The libraries, along with Lockheed Missiles and Space Company, and West Publishing Company, MAKE NO REPRESENTATIONS OF WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTY OF MERCHANTIBILITY OR FITNESS FOR A PARTICULAR PURPOSE. Marywood College or the Lackawanna Bar Association will not be liable for incidental or consequential damages.

Reproduction is limited due to copyrighted data. No machine readable copies may be made for internal use or third party use. Reproduction of information must be limited to notes or the single copy provided by the printer.

Patron agrees to comply with any copyright notices or other limitations on use applicable to material or data bases supplied hereunder. Patron is responsible to observe limitations on use and/or duplication of material retrieved from various special data bases.

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* Members of the public referred by the Scranton Public Library will receive services of CAIRS at the same rate as members of the College Community and the Lackawanna Bar Association for the duration of the LSCA Grant which terminates on September 30, 1983.

This project is supported by funds from Library Services and Construction Act under a contract with the State Library of Pennsylvania, Department of Education.

CAIRS

COOPERATIVE

AUTOMATED INFORMATION RETRIEVAL SERVICE

SEARCH REQUEST

Marywood College Library
Reference Department

LIBRARY USE ONLY

Date _____

Search No. _____

Searched By _____

Interview Time _____

Strategy Time _____

Databases _____

_____

Requestor's name: _____

Work address (incl. Office No.) _____ Phone: _____

or

Home address: _____ Phone: _____

Occupation/Status of Requestor

Marywood

- ☐ Administration
- ☐ Faculty
- ☐ Academic Staff
- ☐ Graduate Student
  - ☐ Arts and Sciences
  - ☐ Social Work
- ☐ Undergraduate Student
  - ☐ UGW Major _____
  - ☐ Gillet Major _____
  - ☐ Cont. Ed. _____

Non-Marywood

Referred by:

- ☐ Lackawanna Bar Association Library
  - ☐ Member
  - ☐ Legal Staff
- ☐ Scranton Public Library
  - ☐ Business _____
  - ☐ Profession _____
  - ☐ Other _____

Authorized by Referring _____
Librarian's Signature

Bibliography is to support:

- ☐ Grant/Contract Research
- ☐ Paper/Publication
- ☐ Independent Research
- ☐ Talk
- ☐ Class Assignment
- ☐ Thesis/Professional
- ☐ Dissertation
- ☐ Teaching Program
- ☐ Other _____ (Describe)

In requesting this search I am agreeing to accept responsibility for direct charges incurred. (The College will assume the indirect costs of Staff and overhead. Limited subsidies are available from an LSCA Grant. Inquire about eligibility.)

I also understand that the College and its employees are providing a service of an advisory nature with no express or implied warranty for results and assume no obligation or liability for damages arising out of the use, or inability to use, the information resulting from this search.

Signed: _____

SEARCH DESCRIPTION

Subject of request: Please, give a detailed statement of your requirements. Describe the subject using the most specific terminology possible. Define terms which have a special meaning in your request. Be sure to mention any points which would NOT be acceptable.

_____

List a Search Title to your request:

Most search topics contain two or three easily identifiable concepts (e.g. the topic "Relationship of alcoholism to liver diseases" contains the concepts of ALCOHOLISM and LIVER DISEASES). Please identify the concepts in your request, and then list the key words and synonyms that further define the concepts. Consult a reference librarian if assistance is needed.

CONCEPT I	CONCEPT II	CONCEPT III (If Applicable)
Key Words and Synonyms Describing Concept I	Key Words and Synonyms Describing Concept II	Key Words and Synonyms Describing Concept III

List of any known relevant citations for recent two years
(Include Author, Title, Complete Journal Reference):

What indexes and under what subject headings have you searched for articles on this topic?

This project is funded under a contract with the State Library of Pennsylvania, Department of Education.

SEARCH LIMITATIONS

TECHNIQUES ARE AVAILABLE TO LIMIT OR BROADEN THE NUMBER OF CITATIONS RESULTING FROM A SEARCH. THE INFORMATION ANALYST WILL ATTEMT TO DESIGN A PROFILE MOST SUITED TO YOUR NEEDS.

Additional instructions: (check)

- ☐ Few, very relevant citations
- ☐ Comprehensive bibliography with some peripheral material
- ☐ Abstracts wanted, if available (maximum of 10 printed on-line)
- ☐ Number of citations expected to be retrieved
- ☐ Maximum number of citations desired.

Language:

- ☐ Accept all languages
- ☐ English only

Publication date limits:

- ☐ Recent, last year only.
- ☐ All available on-line. (varies with file)
- ☐ Other.

Types of Documents to be excluded:

- ☐ Journal Articles
- ☐ Dissertations
- ☐ Conference Reports
- ☐ Books
- ☐ Patents
- ☐ Reports

OTHER RESTRICTIONS OR LIMITATIONS _____

DEADLINE: State the latest date beyond which the search will not be useful to you.

NOT USEFUL AFTER _____

FEE LIMIT: Give the appropriate amount acceptable as a maximum fee. This will guide the searcher in the selection of data-bases and in determining the scope of the search.

$ _____

PLEASE NOTE: THE FEE PAYS FOR A SEARCH. IT IS POSSIBLE THAT NO RELEVANT CITATIONS WILL BE FOUND. PAYMENT IS REQUIRED BEFORE THE USER RECEIVES THE RESULTS OF THE SEARCH.

ON LINE SEARCHING

Data Base(s) used	Length of search	Cost
		$
		$

ON LINE TOTAL _____

OFF LINE PRINT REQUESTS

Date received	No. of citations	Cost per citation	Total cost

OFF LINE TOTAL _____

SEARCH NO. _____

Requestor _____ (signed)

Date _____

Payment Received _____

Signed _____

TOTAL COST OF SEARCH TIME AND PRINTED CITATIONS $ _____

Subsidy — $ _____

Balance due $ _____

DIALOG SEARCH REQUEST FORM

DATE_____

NAME_____ CIRCLE ONE: UG GS BF ST PY

ADDRESS_____ ZIP_____ PHONE_____

COURSE NUMBER_____ DEPARTMENT_____ REQUEST DISCUSSED WITH_____

I. SUBJECT OF SEARCH: STATE THE TOPIC OF THIS SEARCH IN A SIMPLE SENTENCE.

_____

_____

II. LIST INDEXES/ABSTRACTS ALREADY SEARCHED: _____

_____

_____

III. ANALYSIS OF THE TOPIC (ONLINE_____) (OFFLINE_____)

FILE	KEYWORD A	KEYWORD B	KEYWORD C	KEYWORD D
____				
FILE				
____				
FILE				
____				

**ADDITIONAL COMMENTS_____

OFFICE USE ONLY

SEARCH NUMBER_____

LAST NAME_____ UG GS BF ST PY

COMPUTER TIME_____ DATE REQUESTED_____ DATE RUN_____

FILE NUMBER_____ HITS_____ PHONE COST _____

FILE NUMBER_____ HITS_____ TOTAL COST _____

FILE NUMBER_____ HITS_____ PRINTS_____

FILE NUMBER_____ HITS_____ ONLINE_____ OFFLINE_____

FILE NUMBER_____ HITS_____ OTHER_____

FILE	KEYWORD A	KEYWORD B	KEYWORD C	KEYWORD D
____				
FILE				
____				
FILE				
____				

**ADDITIONAL COMMENTS_____

ONLINE COMPUTER SEARCH REQUEST
ORAL ROBERTS UNIVERSITY LIBRARY

REQUESTOR'S NAME _____ Today's Date _____

CAMPUS ADDRESS _____ Date Needed _____

_____

_____

PHONE NUMBER _____

Purpose of Search

_____ Research _____ Current Awareness

_____ Term Paper/project (what class?) _____)

_____ Class-related assignment (what class?) _____)

_____ Senior Paper (what degree?) _____)

_____ Dissertation/Master's Thesis (what class?) _____)

_____ Dissertation/Doctoral Thesis (what class?) _____)

SEARCH TOPIC: Please record, in your own words, a full description of the subject on which you are seeking information. Where appropriate, include alternate names and spellings for people, places, and things, and descriptive terms for specific methods or techniques used in your research. Please be as exact as possible.

_____

_____

_____

_____

_____

_____

List important terms (words and phrases) and any synonyms or related terms that you wish to include or exclude. Include both scientific and common terms. Include authors and other proper nouns if they may be helpful. Include search terms helpful in your search of print indexes. Please feel free to explain terms and be as detailed as necessary.

Payment by requestor _____ Charge Department _____

Maximum amount to spend _____ Cost Center Number _____

_____

(Department Chairman's Authorization)

I understand that computer searching does not guarantee results. I realize I will be held responsible for the payment of any search charges unless my department chairman has signed this form to authorize payment by the department.

_____

(Requestor's Signature)

SEARCH STRATEGY USED

Search Topic:

Databases to be searched:

Conjunctive Relationships

Concept A

Concept B

Concept C

Disjunctive Relationships

Charge Record:

File	Time Online	Database Charge	Telephone Charge	Cost Of Citations	Total Cost

Librarian _____ Date Searched _____

Oral Roberts University

REQUEST FOR ONLINE SEARCH

PLEASE PRINT CLEARLY

NAME _____ DATE _____

ADDRESS _____

CITY & STATE _____ ZIP CODE _____ STATUS: FACULTY _____

UTD STUDENT _____

PHONE _____ MAIL ST. _____ OTHER (SPECIFY) _____

ACCT. NO. _____ PROGRAM _____

SEARCH INFORMATION

Online Prints___ Offline Prints___

Database_____ Years to be covered_____

Descriptors:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

University of Texas at Dallas

Cost _____ Date Search Completed_____

Surcharge _____

Total Charge_____ Searcher_____

SKIDMORE COLLEGE LIBRARY

COMPUTER REFERENCE SERVICE

Name:_____ Date:_____
(Last Name) (First Name)

Address:_____ Telephone:_____

Faculty_____ Student_____ Other_____

If not at Skidmore, please specify:_____

Short title of Search:_____

Please describe as fully as possible the subject in which you are interested. Be specific and define terms which have special meaning in the context of your request. Where appropriate, include alternate names for chemical and biological substances or compounds, common and scientific names of biological species, and names or descriptive terms for specific methods or techniques used in your research.

Keywords: List key terms, phrases or concepts that describe your topic or research. Give synonyms and spelling variations. Specify terms you do not want used in retrieving items.

If there are authors whose writing is always of interest and should be included in the search, please list names as completely as possible.

Sample Citations: List 2 or 3 journal articles on your topic, if known or easily available.

1. What type of search do you need? (Check all applicable)

_____Retrospective - Looking back over the available years of the data base.

_____Broad - A fairly long list, missing few relevant references but probably including many non-relevant items.

_____Narrow - A relatively short list containing most relevant items with the possibility that some relevant items will be missed.

2. Do you wish either to retrieve or not retrieve references written in a particular language?_____Does not matter._____Retrieve English only._____Do not retrieve in_____.

3. Do you wish to limit the search to a particular time span?_____Does not matter. _____Retrieve current year._____Last 3-5 years._____Other (Specify)

4. Purpose of search: Dissertation/Master's thesis_____
Research_____
Term Paper/Project_____
Other_____

UNIVERSITY LIBRARY

INCA SEARCH SERVICE

LOYOLA UNIVERSITY IN NEW ORLEANS / 6363 ST. CHARLES AVENUE / NEW ORLEANS, LOUISIANA 70118

ON-LINE DATA BASE SEARCH REQUEST

Name _____ Date _____

Department _____ Status: _____ Faculty
_____ Staff
Home Phone _____ _____ Student
___ Undergraduate
Business Phone _____ ___ Graduate
_____ Other

1. Please give (in your own words) a narrative description of the area to be searched. Be specific. Define phrases with special meaning. Cover all aspects of the topic but please underline particular phrases that are most important to you. Append a list of any synonyms, closely related phrases, or alternate spellings. Please indicate if any words or phrases have a special use that you wish to exclude. Use scientific and technical as well as common vocabulary.

   (use additional pages as necessary)

2. Please state any topics related to (or application of, or views of, or approaches to) your specific problem that are NOT of interest.

3. Please give a title to your interest area.

4. Please list two or three of the most important authors (and/or organizations) who publish on your topic. Give complete names. If you know specific articles or books by these authors, please list them also.

5. Do you wish either to retrieve or not retrieve references to documents written in a particular language?
   English only _____ All languages _____ Certain languages (specify) _____

6. What time period do you want the search to cover?
   Only the most recent documents _____
   The entire data base _____
   Other _____

7. Are abstracts needed (if present in the file searched)? ____yes ____no (OVER)

LOYOLA IS AN EQUAL EDUCATIONAL OPPORTUNITY UNIVERSITY AND AN AFFIRMATIVE ACTION EMPLOYER.

Loyola University in New Orleans

8. If you have already conducted a manual search or had an on-line search done on your topic, please give the details below (i.e., index or data base searched, years covered, key terms used, etc.)

9. Please indicate the purpose for which this search will be used.

10. Scope of search: Check the kind of search you want.

_____Comprehensive: In which an attempt will be made to retrieve the maximum number of items with the possibility that there may be a relatively high percentage of non-useful items.

_____Limited: In which an attempt will be made to retrieve a minimum acceptable number of items with the possibility a number of items that would be in a comprehensive search will not be retrieved.

11. Fee Limit: Give the approximate amount acceptable as a maximum fee. This will guide the searcher in the selection of data bases and in determining the scope of the search. We will make every effort to stay within the stated fee, but can make no guarantees.

$ _____

PLEASE NOTE: THE FINAL FEE WHICH THE LIBRARY CHARGES IS FOR THE SEARCH ITSELF. IT IS POSSIBLE THAT NO RELEVANT CITATIONS WILL BE FOUND, BUT A FEE WILL STILL BE CHARGED FOR THE SEARCH.

12. Deadline: State the latest date beyond which the search will not be useful to you.

Not useful after _____

13. Authorization: I authorize the library to perform the search described above and agree to the charges incurred in doing the search. Payment will be made by:

_____Cash _____Check _____Interdepartmental fund transfer

Signature _____ Date _____

Library use only -

System: Lockheed _____ SDC _____ Search time _____

Data base(s) _____

Terms used Hits

_____ _____

_____ _____

_____ _____

Estimated cost _____ Offline print received: date _____
Patron notified: date _____

Loyola University in New Orleans

UNIVERSITY OF PORTLAND LIBRARY -- ONLINE SEARCH SERVICE

Date _____ Search # _____

Name _____ Campus Phone _____

Mailing Address _____ Home Phone _____

_____ Status (Faculty, Grad., etc.) _____

University Department _____ Authorized _____

SEARCH DESCRIPTION: Be as specific as possible about the subject of your search. Define any items that have special meaning. List any points not to be included and indicate any restrictions, such as language, date, geographic location. Include names of relevant authors. Attach additional sheet if necessary.

_____

_____

_____

_____

_____

_____

_____

Keywords to Search

Main Concepts		Limiting, Modifying, or Restricting Terms
eg:	eg:	eg:

Comprehensiveness: (check one)
a. ____ broad coverage of the topic b. ____ tight, highly relevant coverage only

Output: (check one)
a. ____ bibliographic citations b. ____ bibliographic citations & abstracts

Language:
a. ____ English only b. ____ Other languages (please specify) _____

Publications Dates Desired: 19_____ - 19_____

Cost: Maximum _____

University of Portland

- FOR LIBRARY USE -

Searcher _____ Search Title _____

Date Interviewed _____ Search Deadline _____

Possible Data Base(s) _____

Search Strategy:

_____

_____

_____

_____

_____

_____

SEARCH INFORMATION: Date Search Performed: _____

Database	Connect Time	# Citations	Database Cost	Additional Costs	Total Cost

Time Spent by Searcher:

Interview _____ Strategy _____ Follow-up _____

Comments/Problems: _____

_____

Total Cost _____ Billed to Patron _____ Billed to Library _____

University of Portland

UNIVERSITY OF EVANSVILLE
Computerized Search Request

NAME: _____ DATE: _____

ADDRESS: _____

TELEPHONE: _____ STATUS: ___UG ___GRAD ___FAC ___OTHER

THE SINGLE MOST IMPORTANT ELEMENT OF YOUR REQUEST IS TO COMMUNICATE AS ACCURATELY AS POSSIBLE TO THE SEARCHER THE SUBJECT IN WHICH YOU ARE INTERESTED. In the space below describe the subject of your search in your own words. Be sure to indicate synonymous or alternative words and consider pointing out any aspects that are not of interest.

It is very important to maintain a balance between including all essential and important elements of a subject and leaving out minimal and unimportant elements. Asking yourself these questions may help: If I were to read an article pertinent in all respects to my subject, how would I summarize it? In one paragraph, what does this article discuss?

How many references do you expect to receive? _____5-20 _____20-50 _____over 50
How many references do you hope to receive? _____5-20 _____20-50 _____over 50

If at all possible, list a particularly relevant article on your topic: _____

_____

_____

Standard Search Restrictions: (check only those that apply)

Time period covered by search: all available years ____
selected years ____
(specify: _____)

Languages:
English only ____
Selected languages ____
(specify: _____)
All languages ____

Demographics:
Human subjects only: ____
Animal research only: ____
*Specific age groups only: ____
(specify: _____)
Geographic limitations: ____
(specify: _____)

Publication types:
Journal articles ____
Books or monographs ____
Dissertations ____
Conference papers ____
Gov. or tech. reports ____

*ERIC users see separate listing.

ASHLAND COLLEGE LIBRARY

INFORMATION RETRIEVAL REQUEST

NAME _____ STUDENT _____

DEPT. _____ FACULTY _____

Date _____ OTHER _____

1. Please give a brief title to your search problem.

_____

2. Please give a narrative description of the problem or subject to be searched.

_____

_____

_____

_____

_____

3. Please check item which best summarizes your purpose:

_____Classroom use _____Dissertation/ Practicum or thesis

_____Administrative planning

_____Term paper _____Brief paper

other _____

4. If intended for a course, what is course name and number?

_____

5. How much information do you need?

_____as much as possible _____only most relevant

_____a few articles _____ideal number_____

ASHLAND COLLEGE LIBRARY

INFORMATION RETRIEVAL REQUEST

6. Do you wish to limit search to a particular time span?

_____ does not matter Retrieve only (inclusive dates)

_____

7. Do you wish search limited to a certain data base (i.e. Psychological Abstracts, ERIC, Dissertation Abstracts, etc.)

_____Yes _____No

If yes, list data base(s) _____

_____

8. Should any of the following document types be excluded?

Journal articles _____ Dissertations _____

Books _____ Documents _____

9. Relevant terms or phrases:

_____ _____

_____ _____

_____ _____

10. Possible descriptors:

_____ _____

_____ _____

_____ _____

ASHLAND COLLEGE LIBRARY

COMPUTER SEARCH STRATEGY

(For search librarian's use)

Search Title:

Comprehensive _____ Format:

Narrow _____ Other limits (dates, languages)

Data Base to be Searched: File #:

Thesaurus terms	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Free text terms	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
NOT terms	_____	_____	_____
	_____	_____	_____
*-terms to E	_____	_____	_____
	Set #	Set #	Set #

Strategy:

Sample Citation:

ON-LINE BIBLIOGRAPHIC SEARCH

REQUEST FORM

NAME_____ TODAY'S DATE_____

APPOINTMENT DATE_____ TIME_____

WITH_____

Completing this form as accurately and clearly as possible will increase the efficiency and reduce the cost of the search. Preliminary searching in the printed tools and related thesauri is important to establish relevant citations and searchable terms.

I. A. Please give a one sentence statement of your problem.

_____

_____

_____

B. What is your anticipated use or application of the results of the search?_____

_____

_____

C. Please give in your own words a narrative description of the problem to be searched. Be specific; define phrases with special meaning._____

_____

_____

_____

_____

_____

_____

_____

_____

_____

81

Hobart & William Smith College

D. Please make a list of synonyms, closely related phrases, alternate spellings, for the key concepts of your search. Use scientific and technical as well as common vocabulary._____

E. Please state any terms, concepts, or topics related to (or applications of, or view of, or approaches to) your specific problem that are not of interest, if you wish to exclude retrieving, citations to any document on such topics._____

II. THIS SECTION IS FOR DETERMINING WAYS TO DELIMIT OR EXTEND YOUR SEARCH.

A. If known, please list 2 or 3 of the most important authors (and/or organizations) publishing on your topic; complete names are most helpful. Do you wish to search only for a particular author? Do you wish to exclude citations by particular authors?_____

B. If possible list 2 or 3 of the most important journals covering your problem. Indicate if you wish to retrieve references only from these journals, or if you wish not to receive references from any particular journal._____

C. LANGUAGE RESTRICTIONS:

_____Any language O.K. _____Retrieve English only

Retrieve only in _____ Do not retrieve in_____

D. DO YOU WISH TO LIMIT THE SEARCH TO A PARTICULAR TIME SPAN?

_____NO _____YES

IF SO, GIVE INCLUSIVE DATES_____

E. DO YOU WISH TO EXCLUDE REFERENCES TO PARTICULAR TYPES OF LITERATURE?

Exclude: Journal articles_____ Books_____

Patents_____ Reports_____

Conference papers_____ Dissertations_____

F. WOULD YOU PREFER:_____A comprehensive search that retrieves most of the references relevant to your problem, but which may also retrieve many references not relevant to your problem?
_____A narrow search that may retrieve fewer references relevant to your problem, but which also retrieves fewer non-relevant references?

G. Can you estimate the number of relevant documents(a) You think may be present in the literature_____,(b) You would like to retrieve and get references for_____?

H. Please list the complete citations to 2 or 3 of the most useful articles on your search topic:

_____

_____

_____

_____

_____

_____

_____

_____

_____

DIALOG SEARCH REQUEST FORM
Knight/Capron Library
Lynchburg College

Date__/__/8__ Search no.__-_____ Date needed__/__/8__

NAME_____

STATUS(*Circle*) Undergraduate Faculty/Staff Alumni Non L.C.

Department(*if Faculty/Staff*)_____

Address(*Campus or other*)_____ Phone(*home*)_____

_____ (*work*)_____

I understand that computer searching in no way guarantees results. I agree to pay all charges due to the Library. Signature X_____ Date_____

Purpose of Search Research__ Paper___ Other_____

Please answer yes or no to the following questions. If yes, please specify:

Have you checked the hard copy indexes?_____
Do you wish to search in a language other than English?_____
Do you wish to limit your search to a particular time span?_____
Do you wish to limit the number of citations (*for example 10-50-100*)?_____

Do you wish a retrospective or SDI (current awareness) search?_____

Bibliographic format desired for offline printout(*Please circle - Price varies*):
Some formats not available on all databases. Formats 3 - 5 and 7 most popular.

1 Accession number only
2 Bibliographic citation & indexing
3 Bibliographic citation
4 Miscellaneous (file dependent)
5 Full record with abstract
6 Title only
7 Bibliographic citation and abstract

SEARCH TOPIC: *Please give a narrative description of the problem to be searched. Be specific, include as many subject terms as possible, including any interrelationships. List key articles or authors on the subject, if known.*

Other instructions:

Databases searched file no.	Elapsed time	Rate	Cost of time	Tymnet/ TeleNet	Cost of prints	no. of prints	Total cost

Remarks:

Subtotal $

Deposit - $

Library credit - $

Other charges

$

Total due $

Vendor used: (Circle) Lockheed SDC BRS other _____

Date searched ___/ /8___ Deposit paid $_____ Date ___/ /8___

Date prints received ___/ /8___ Date paid or billed ___/ /8___

Cash receipt no. _____

Source of funds: personal___ charge to department___ other _____

Request approved by: _____ Dept. _____

Searcher: _____ Password used: A B C

Lynchburg College

(GRW 2/

EAST CENTRAL UNIVERSITY
COMPUTERIZED SEARCH REQUEST

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

STATUS: ____ Faculty
____ Graduate
____ Undergraduate
____ Staff
____ Special Student
____ Other

PURPOSE OF SEARCH: ____ Research
____ Course Assignment
____ Teaching
____ Paper/Book
____ Other

SCOPE OF SEARCH

____ Few, very relevant items.
____ Comprehensive, with possible peripheral items.

LANGUAGE RESTRICTIONS

____ English only
____ All languages
____ Other languages (specify)

NUMBER OF CITATIONS NEEDED

_____

YEARS TO BE SEARCHED

_____

PRINT FORMAT

____ Bibliographic Citation (ie; author, title, source, date)
____ Bibl. Cit. with abstract
____ Bibl. Cit. with index terms
____ other _____

PUBLICATION TYPES PREFERRED

____ Books
____ Journal Articles
____ Dissertations
____ Government Documents
____ Other

APPROXIMATE COST RANGE

____ Under $10 ____ $10 - $15 ____ $16 - $20
____ $21 - $25 ____ Over $25

SEARCH TOPIC

Describe precisely in your own words the subject/topic you want searched. Define any terms that have special meaning and/or relevance to the search. Separately note any aspects of the subject which should not be included in the search. Ask the reference librarian about the availability of any thesauri covering your subject to assist with selection of terms.

RELEVANT PUBLICATIONS KNOWN

_____

_____

DATA BASES TO BE SEARCHED

SEARCH TERMS

SEARCH DATE _____

East Central University

83

SYSTEM	DATA BASES NAME/#	TIME ONLINE	COST ONLINE	COST OFFLINE	TOTAL COST	OFFLINE PRINT Q #	SESSION #	SAVE LABEL	SDI#

87

88

THE PENNSYLVANIA STATE UNIVERSITY

THE CAPITOL CAMPUS
MIDDLETOWN, PENNSYLVANIA 17057

The Heindel Library

ODIN; Online Database Information Network

Search Request

1. NAME _____ 3. Telephone _____

2. ADDRESS _____ 4. Division _____

_____ 5. Approved by: _____

6. Status: _____Faculty _____Grad Student _____Undergrad
_____Staff _____Not affiliated with Capitol Campus

7. Purpose of Search: _____Coursework _____Funded Research _____Instructional Research
_____Professional Development ____Research/Grant Development
_____Thesis _____Other: _____

8. Please describe your search topic on page two

Billing information (to be completed by library personnel)

Searcher _____ Date of search _____

System and data base Connect time Citations Pages Charges

Telephone, mailing or other charges not included above _____

Search fee 5.00

Subtotal _____

Surcharge for non-Capitol Campus users (50% of subtotal) _____

Make checks payable to The Pennsylvania State University
Remit payment to: Head Librarian's Office, Heindel Library,
Penn State University-Capitol Campus, Middletown, PA 17057

AN EQUAL OPPORTUNITY UNIVERSITY

 Name_____

9. Description of topic: Provide a narrative description of the specific kind of information which you want this search to yield. Include key words, synonyms and specialized terms or codes as appropriate

_____

_____

_____

_____

_____

_____

_____

10. Scope desired:

____NARROW search designed to retrieve some of the relevant citations, but with few accompanying irrelevant citations.

____BROAD search designed to retrieve as many as possible of the relevant citatio but which might also retrieve many irrelevant citations.

11. Language restrictions (most citations and ABSTRACTS, IF AVAILABLE, are in English regardless of the language of original publication):

____Does not matter ____English only ____Other:

12. Time span (different data bases cover varying periods of time, ranging from only recent months or years to as far back as 1861):

____All years available ____Only the last ____Years

____Other:

13. List the most relevant papers, articles or documents already known. Include date of publication and abstract number or source if possible. List also the most important authors, organizations, journals or forms of publication, as appropriate, related to your topic:

_____

_____

_____

_____

_____

14. Give a brief title to your topic:_____

_____

TRANSACTION LOG FORMS

SEARCH DISPOSITION INSTRUCTIONS/RECORD

Search Code _____
Searcher _____
Date _____

Requestor's Name/Phone _____
Department _____
Search Topic _____

****

VENDORS AND BASES SEARCHED

Vendor	Base	Offline Print (x)	Online Time	Online $	Com. $	Offline $	TOTAL
						SEARCH TOTAL	

****

_____ NO RESULTS
_____ Requestor took online results

_____ Offline prints requested. Hold.
_____ No offline prints requested. Process.

Patron notified _____.
date time initials

****

CHARGES/ SEARCH TOTAL _____
SERVICE TOTAL _____
TOTAL DUE _____

PAYMENT/ DEPT.CHARGE/NUMBER _____
CHECK _____
CASH _____

COMPUTER SEARCH RECORD

Please supply the information indicated above the double line, and read, and sign the authorization on the reverse of this sheet.

Name _____ College _____ Today's date _____

Status: Faculty ____ Student ____ Staff ____ Visitor ____

Address _____

Telephone where you can be reached (O) _____ (H) _____

THIS PORTION TO BE COMPLETED BY SEARCH SPECIALIST:

Date of Interview _____ Phone ____ Person ____ Time _____ hrs.

Reimbursement _____ Received _____

Search Topic, purpose, limits, etc.

Search date _____ Patron present _____ Logged _____

Charges:

File _____ Off-Line prints _____ Total Cost _____

File _____ Off-Line prints _____ Total Cost _____

File _____ Off-Line prints _____ Total Cost _____

File _____ Off-Line prints _____ Total Cost _____

File _____ Off-Line prints _____ Total Cost _____

Connect Charges _____

Disconnect Charges _____

Surcharge ($5 students, faculty, staff; $10 visitors) _____

Total Charges _____

Deposit _____

Amount Due _____

Printout received _____ Patron Contacted _____

Delivered: Mailed _____ By Hand _____ Payment Received _____

Governor's State University

Please state, in one or two sentences the research problems on which you are seeking information. Underline the important concepts, and list all the alternate terms you can think of. Remember that terms which are unnecesarily broad tend to retrieve a higher proportion of irrelevant citations than those which are reasonably precise.

AUTHORIZATION

I hereby authorize the GSU University Library to perform the on-line search(es) specified herein, and agree to pay for terminal connect time, off-line prints, and the surcharge indicated on reverse. I realize that there can be no guarantee that pertinent citations will be retrieved from the system, but only that the search will be based on a collaborative effort between me and the search specialist involved.

_____

Governor's State University

FORM G

COMPUTER SEARCH SERVICE

MESSLER LIBRARY
FAIRLEIGH DICKINSON UNIVERSITY
RUTHERFORD, N.J. 07070
(201) 460-5066

STATISTICS FORM

STATUS: ____ undergraduate
____ graduate
____ faculty
____ staff
____ administration
____ other (specify)

PURPOSE: ____ class assignment
____ term paper
____ honors project
____ masters thesis or project
____ doctoral dissertation
____ other (specify)

FIRST TIME USER: ____ yes ____ no

SUBJECT AREAS:

Art ____
Biology ____
Business ____
Chemistry ____
Education ____
Fine Arts ____
History ____
Language ____
Law ____
Literature ____
Managing ____
Marketing ____
Math ____
Medicine ____
Music ____
Nursing ____
Philosophy ____
Physics ____
Psychology ____
Public Administration ____
Religion ____
Social Science ____
Sociology ____
Other (specify) ____

NUMBER OF DATA BASES USED: ____

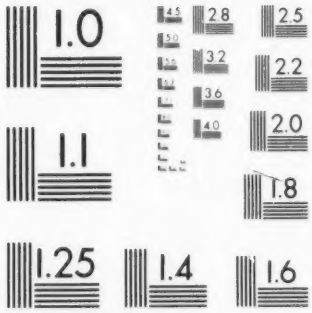
LIST THEM:

TOTAL COST: $____

NUMBER OF OFF-LINE CITATIONS RECEIVED: ____

PAYMENT BY: ____ check ____ money order
____ department ____ grant account

PG



MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS
STANDARD REFERENCE MATERIAL 1010a
(ANSI and ISO TEST CHART No. 2)

ONLINE SEARCH LOG FORM

	Pg.# ___ Date	Patron Name, or Purpose of Run, i.e., Demo, Training, News	Database	Time In	Time Out	Elapsed Time	Number Offline Prints	Number Online Prints	Amount	Searcher Initials
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

Search #	Database	Connect Time	Search Charge	Royalty	Network	Prints Online	Prints Offline	Requestor	Dept.	Total Charge	Account

Allegheny College
93

DIALOG

SESSION NO.	DATE	SEARCHER	FILE	COST		FOR:		CHARGE				
				EST	ACT	ILL	PERSON, SUBJECT	US	BUDGET #	BILL	CASH	

ONLINE SEARCH RECORD

Interview	Online Search	Billed

Name _____

Phone (Campus) _____ Home _____ Work _____

Address _____

Status: ____Faculty ____Grad. Student ____UG Student ____Administration/Professional Staff
____Other

Data Base	Online Time	Charge	No. of Prints	Print Charge	Phone Charge	Total
			Service Charge (if applicable)			
				TOTAL CHARGE		

Searcher:

UNIVERSITY OF SCRANTON
ALUMNI MEMORIAL LIBRARY

Received from: _____

IN PAYMENT FOR ONLINE LITERATURE SEARCH _____
(amount)

Paid by: Personal Check _____ Cash _____ Received by _____

Date _____

MAKE CHECK PAYABLE TO: UNIVERSITY OF SCRANTON

University of Scranton

ONLINE SERVICES
WOODWARD LIBRARY
AUSTIN PEAY STATE UNIVERSITY
CLARKSVILLE, TN 37040

NAME_____ DATE_____

STATUS: FACULTY_____
GRAD. STUDENT_____
UNDERGRADUATE_____

DEPARTMENT_____

PHONE NUMBER_____ CAMPUS BOX#_____

BEST TIME TO CALL_____

(DO NOT WRITE BELOW THIS LINE)

USER AND/OR PRINT CHARGES (if any)_____

FILE SEARCHED	CONNECT TIME	ONLINE CHARGE	TELE CHARGE	# PRINT/TYPES	PRINT/TYPE CHARGES
		Austin Peay State University			

APSU/AA/L/615 (rev. 6/82)

USERS NAME _____

ADDRESS _____

_____

PHONE _____

STATUS: STUDENT _____ FACULTY _____ DEPT. _____ OTHER (SPECIFY) _____

CHECK ONE: NEW USER _____ REPEAT USER _____

REQUESTED FOR: TERM PROJECT _____ BACC. ESSAY _____

BACC. COLL. _____ HONORS _____

DISSERTATION OR PERSONAL RESEARCH _____

****

OFFICE USE ONLY:

DATE OF INTERVIEW _____ LENGTH OF INTERVIEW _____

SYSTEM _____ DATA BASE(S) SEARCHED _____

DATE OF SEARCH _____

FILE NO.	CONNECT TIME			
_____	_____ minutes	@	$_____ /minute	: $_____
_____	_____ minutes	@	$_____ /minute	: $_____
_____	_____ minutes	@	$_____ /minute	: $_____
_____	_____ minutes	@	$_____ /minute	: $_____
_____	_____ minutes	@	$_____ /minute	: $_____

OFF LINE-REQUEST: YES _____ NO _____

OUTPUT:				
	_____ citation	@	$.	/citation : $_____
	_____ citation	@	$.	/citation : $_____
	_____ citation	@	$.	/citation : $_____

SEARCH CHARGE : $_____

ESTIMATED COMMUNICATIONS CHARGE : $_____

NET CHARGE : $_____

CHARGE TO: _____

PAYMENT RECEIVED: _____

Hobart & William Smith College

BILLING FORMS

BRYN MAWR COLLEGE LIBRARIES
BRYN MAWR, PA. 19010

INVOICE FOR COMPUTERIZED LITERATURE SEARCH

NAME:
DATE OF SEARCH:

ON-LINE SEARCH						
PRINTOFFS						
SEARCHOFFS						
OTHER						
			TOTAL			

PAYMENT RECEIVED BY
DATE:

COMPUTER ASSISTED INFORMATION RETRIEVAL SERVICE
RECEIPT

_____ _____
NAME DATE

_____
NUMBER OF CITATIONS

_____ _____
DATA BASE VENDOR

_____ _____
TOTAL AMOUNT DUE COLLECTED BY

TO BE CHARGED TO _____ DEPARTMENT

_____
FACULTY MEMBER SIGNATURE

APSU/AA/L/617(4/80)

Henderson State University
Arkadelphia, Arkansas 71923

Date:

Dear

The computer-produced bibliography you recently requested on the topic of

has been run against the

database(s) and is attached. The total cost of this search is _____.

Because of the nature of computerized literature searching, it is seldom possible to retrieve only relevant references. For that reason, you are likely to find that your bibliography contains some irrelevant references.

A search evaluation form is included for your attention. Your prompt and careful completion of it will be useful in improving computerized literature searching services for yourself and other users.

The library is ready to help you locate any of the documents listed in this bibliography. Contact me or the Reference Desk for assistance.

If you have any questions or comments about the search, please call me at 246-5511, ext. 200.

Sincerely,

Henderson State University

Parkside Search Service
UNIVERSITY OF WISCONSIN-PARKSIDE
Library/Learning Center

Invoice No. _____ Date _____

Organization _____

Name of User _____

CHARGES

Base fee applicable: _____
Direct online charges: _____
Printoff charges: _____
Mailing results: _____

TOTAL (Please pay this amt.) _____

Make checks payable to: University of Wisconsin-Parkside

Send payment to: Parkside Search Service
Library/Learning Center
University of Wisconsin-Parkside
Box 2000
Kenosha, WI 53141

Parkside Search Service
UNIVERSITY OF WISCONSIN-PARKSIDE
Library/Learning Center

Invoice No. _____ Date _____

Organization _____

Name of User _____

CHARGES

Base fee applicable: _____
Direct online charges: _____
Printoff charges: _____
Mailing results: _____

Total (Please pay this amt.) _____

Make checks payable to: University of Wisconsin-Parksi

Send payment to: Parkside Search Service
Library/Learning Center
University of Wisconsin-Parkside
Box 2000
Kenosha, WI 53141

DATE_____

MSSC LIBRARY
ON-LINE LITERATURE SEARCH SERVICE

PAYMENT INFORMATION

Name_____

Status: Faculty_____ Student_____

Community patron_____

FACULTY:

Name_____ Department_____

Is the search related to your discipline? Yes_____ No_____

If yes, and you wish to charge cost to your departmental budget, please obtain the signature of your department head below.

Department head_____

STUDENT:

Name_____ Department_____

Address_____ Phone_____

Is the search related to classwork? Yes_____ No_____

If yes, please provide the signature of your instructor below. (If instructor wishes to charge the cost to a departmental budget, please have the head of the department also sign.)

Signature of faculty member_____

Signature of department head_____

If search is not related to classwork, you must agree to pay the full cost of the search and leave a deposit if required.

Signature of student_____

COMMUNITY PATRON:

Name_____ Phone_____

Address_____

I agree to pay the full cost of the computer search, including on-line and off-line charges. A deposit of _____ has been paid.

Signature of patron_____

Receipt number_____

BELOIT COLLEGE LIBRARIES
BELOIT, WISCONSIN 53511

COLONEL ROBERT H. MORSE LIBRARY

AUTHORIZATION TO CHARGE FOR COMPUTERIZED LITERATURE SEARCH

I hereby request a computerized literature search and agree to pay the Beloit College Library for performing the search. I realize that the Beloit College Library cannot guarantee that references of interest will be retrieved or that those which are retrieved will be highly relevant. I also understand that neither the administrative fee nor the prorated costs of a search are refundable once the search has been processed.

Signed: _____ Date: _____

PLEASE PRINT
Name: _____ Telephone: _____

Title or Position: _____ Department: _____

Mailing Address: _____

I wish to pay in the following manner:

_____ Please charge against the following BC account number: _____

_____ I will pay by check or money order. (Note: The administrative fee is payable at the time the search is requested. A check or money order for the balance of the cost must be received by the Library Reference Department before the results of the search will be released. Please make all checks payable to Beloit College Library.

Please Note:

The total charge for a computerized literature search run by the Beloit College Library is the sum of two separate charges: an administrative fee and the prorated costs. The administrative fee is currently $2 per search. The prorated costs are those for royalty charges. The prorated costs of searches vary greatly, depending on the topic and data base being searched, and cannot be calculated until after the search is processed. The average patron cost of a search is about $10-$15.

THE FEE PAYS FOR THE SEARCH, NOT THE INFORMATION!

Please indicate if you have a maximum amount that you wish to spend: _____
The Library will make every effort to honor this maximum, but cannot guarantee to do so.

LIBRARY USE ONLY

Request Taken By: _____ Unit: _____
Search Run By: _____ Date: _____
File(s) Searched: _____ Search Number(s): _____

Total amount due: $ _____

Albright College

Computerized Literature Search Service

INVOICE

TO: _____ Date: _____

_____

Data Base_____

Connect Time: _____ minutes @ $ $

Off-Line Prints:_____ @ $ $

Data Base_____

Connect Time: _____ minutes @ $ $

Off-Line Prints:_____ @ $ $

Data Base _____

Connect Time: _____ minutes @ $ $

Off-Line Prints:_____ @ $ $

Data Base_____

Connect Time: _____ minutes @ $ $

Off-Line Prints:_____ @ $ $

Telecommunications $

Fees $

TOTAL $ _____

(Please make checks payable to **Albright College Library**. Address all correspondence to Rosemary Deegan, c/o Albright College Library, P.O. Box 516, Reading, Pa. 19603.)

****

The above transaction was paid:

CASH _____ CHECK _____ Check #_____

The above transaction will be charged by the Albright College Business Office to:

ACCOUNT NO._____

Approved by:_____ _____

Patron's signature date

_____ _____

Librarian's signature date

Albright College 3/81
106

P.O. Box 516, Reading, Pennsylvania 19603 (215) 921-2381

COMPUTER SEARCH SERVICE FORM B

MESSLER LIBRARY
FAIRLEIGH DICKINSON UNIVERSITY
RUTHERFORD, N.J. 07070
(201) 460-5066

AUTHORIZATION FORM

NAME _____ DATE _____

I authorize the library to perform a computer search for me and agree to pay the charges incurred.

Payment will be made by

_____ check _____ money order

_____ charge to department _____ charge to grant account

Indicate maximum acceptable fee for this search. $_____. The library will make every effort to approximate this amount, but cannot guarantee to do so.

PLEASE COMPLETE THE FOLLOWING IF SEARCH IS BEING CHARGED TO DEPARTMENT OR GRANT

Charge to Dept. of _____

Dept. Fund Account No. _____
or
Grant Account No. _____

Authorized by (please print) _____

Signed _____
Department Head or
Authorized Grant Recipient

Fairleigh Dickinson University

FORM D

COMPUTER SEARCH SERVICE

MESSLER LIBRARY
FAIRLEIGH DICKINSON UNIVERSITY
RUTHERFORD, N.J. 07070
(201) 460-5066

SEARCH CHARGES

Patron _____ Search Date _____

Department _____ Librarian _____

Short Title _____

	FILE NUMBER				
Data base name					
Rate per hour					
Search time					
Charge for computer time - online					
Telecommunications charge					
Offline print charge					
Total					
Total for all files					

Paid by:
Check____ Money Order____ Departmental Fund, Account No. _____

Grant, Account No. _____

Date Paid: _____

EVALUATION FORMS

COMPUTER SEARCH EVALUATION FORM
Huie Library
Henderson State University

HELP US TO SERVE YOU BETTER!

Please take a few minutes to answer these questions regarding your computer search. The form is pre-addressed, so just fill it out and drop it in campus mail, or return it to the library.

User's Name: _____ Searcher's Number: _____

Subject: _____ Date of Search: _____

Check Appropriate Blank:

USER STATUS
_____ Undergraduate
_____ Graduate
_____ Faculty
_____ Other _____

USE OF SERVICE
_____ First time
_____ Second time
_____ More than twice

HEARD ABOUT SERVICE FROM
_____ Librarian
_____ Instructor
_____ Student
_____ Other _____

DATABASES SEARCHED
_____ One
_____ Two
_____ Three
_____ Four or more

CITATIONS RETRIEVED
_____ Less than 10
_____ 10 - 25
_____ 25 - 50
_____ 50 - 100
_____ Over 100

CITATION RELEVANCE
(give percentage)
_____ Highly revelant _____%
_____ Useful _____%
_____ Mostly irrelevant _____%
_____ Off the subject _____%

SERVICE AVAILABILITY
_____ Search done in reasonable amount of time
_____ Had to wait for appointment with searcher
_____ Other _____

DOCUMENT RETRIEVAL
Obtained articles cited:
_____ In HSU Library
_____ In OBU Library
_____ Through interlibrary loan
_____ Other _____

SEARCH SATISFACTION:

I had difficulty obtaining the citations retrieved: _____ YES _____ NO If YES, explain: _____

The searcher was effective in explaining the search process and what to expect:
_____ YES _____ NO If NO, explain: _____

The result of the search was worth the cost: _____ YES _____ NO If NO, explain:
_____

Would you recommend this service to others: _____ YES _____ NO If NO, explain:
_____

SUGGESTIONS/COMMENTS FOR IMPROVEMENT: _____
_____
_____
_____
_____
_____

Henderson State University

Fold Down First Fold Do

Computer-Assisted Reference Service
Huie Library - Box 632
Henderson State University
Arkadelphia, AR 71923

Fold Up Second Fold Up

Henderson State University

ROY O. WEST LIBRARY
COMPUTER SEARCH SERVICE EVALUATION

NAME _____ PHONE _____

STATUS: Faculty____ STUDENT: Fr.____ Soph.____ Jr.____ Sr.____ Graduate____

Department or Major _____

---

1. About what percentage of the total number of citations received with this search were concerned directly with the subject of your search?

   None____ 25%____ 50%____ 75%____ 100%____

2. Of those citations which were not directly concerned with the subject of your search, were there any which were useful in other ways? Yes____ No____

   Please explain:

3. How does the number of citations received compare with the number you expected to receive?

   Expected fewer____ Expected more____ About right____

4. Do you think the cost for this search is reasonable? Yes____ No____
   Please explain:

5. Do you think the search results made your research more efficient? Yes___ No___
   Please explain:

6. Did you obtain useful information (aside from the citations) which you could not have obtained from printed sources? Yes____ No____
   If yes, please describe:

7. How would you rate the librarian's success in translating your search problem into the search strategy?

   Poor____ Fair____ Good____ Excellent____

8. Did the librarian provide you with sufficient information about the search service? Yes____ No____
   If not, what information should have been included?

9. How did you learn of the search service?

   Instructor____ Student____ Class Presentation____ Other_____
   (Please specify)

Would you briefly describe the sort of results you expected from this search and how this expectation compares with what was actually received:

PLEASE RATE YOUR OVERALL SATISFACTION WITH THE SEARCH:

EXCELLENT____ GOOD____ FAIR____ POOR____

We would greatly appreciate any comments you would care to make in regard to how we might improve the computer search service or any other comments which might not be covered by the questions above.

THANK YOU!

Andrews Library THE COLLEGE OF WOOSTER
Wooster, Ohio 44691

LITERATURE SEARCH EVALUATION

We are attempting to monitor user satisfaction with the computerized literature search service offered by Andrews Library to help in determining how to improve and expand the service. Please fill out the questionnaire and return in the enclosed envelope by

1. Name (Optional) _____

2. Date _____

3. Department _____

4. User Category
   _____ Student
   _____ Faculty
   _____ Other (Please specify) _____

5. How did you learn about this service? _____

   _____

6. Please check the approximate percentage range in which you think the citations from your search were relevant to your research topic:
   _____ 0-20%
   _____ 21-40%
   _____ 41-60%
   _____ 61-80%
   _____ 81-100%

7. If your answer to question 6 was less than 60%, did the librarian discuss the possibility of non-relevant items with you?
   _____ Yes _____ No _____ Does Not Apply

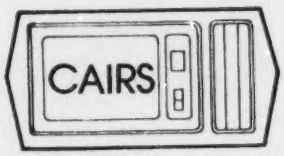
8. Please check the response that best describes the value of the search to your research:
   _____ Very high value
   _____ High value
   _____ Medium value
   _____ Little value
   _____ No value

9. Do you think this service is a worthwhile addition to more traditional library services?
   _____ Yes _____ No _____ Not sure

10. Additional comments, suggestions or complaints regarding any aspect of the present search service:

11. Would you be willing to pay for this service? (Average search costs about $20.)
    _____ Yes _____ No

CAIRS
Marywood College Library
Scranton, Pennsylvania 18509



CAIRS
Lackawanna Bar Association Library
Court House
Scranton, Pa. 18503

The Marywood College and Lackawanna County Bar Association Law Libraries appreciate the opportunity to provide the attached information as requested. We would be happy to assist you in locating the documents cited in your print-out. In addition to our large book collections, the libraries own many journal titles. If there is any item listed on your bibliography that you can not locate at either of these libraries or at the Scranton Public Library, our reference staff will try to find these materials through Interlibrary Loan.

We would also like you to fill out the lower portion of this letter and return it. It will give us an indication of how this search has satisfied your requirements and help us improve future service.

Thank you.

USER'S REACTION TO ON-LINE SEARCH

We would appreciate your help in evaluating the attached computer search results. When you have had an opportunity to review the citations (off-line and on-line), please answer the questions below.

Please return the completed questionnaire to CAIRS at the Library where you received the service.

1. The number of citations retrieved by this search was _____.

   a. Approximately how many citations were familiar to you prior to this search and potentially relevant to the search topic? _____

   b. Approximately how many citations were new references to you (previously unfamiliar) and potentially relevant to the search topic? _____

   c. Approximately how many citations were familiar to you relevant to the search topic and not retrieved by this search? _____

   d. Approximately how many citations retrieved by this search do you plan to investigate further? _____

2. What is your opinion on the number of citations retrieved? _____

   (3) just about the right number (2) too many citations (1) not enough citations

3. What is your opinion of the currency (up-to-dateness) of the search results? _____

   (4) very satisfactory (3) satisfactory (2) unsatisfactory (1) highly unsatisfactory

4. What is your opinion on the utility of the search results for your intended purpose? _____

   (4) very useful (3) of some use (2) of marginal utility (1) of no use

5. What is your general opinion of the search? _____

(4) very satisfactory (3) satisfactory (2) unsatisfactory (1) highly unsatisfactory

6. Do you so recognize the service as beneficial to you, that you will use it again?

yes _____ no _____

7. Would you recommend on-line searching to others? yes _____ no _____

Please check: colleagues _____ students _____ others _____

For Scranton Public Library clientele only:

8. To achieve your goal, you needed to talk with a librarian at the Scranton Public Library to obtain referral and then with the search analyst to clarify your request.

How did this dual approach affect your study? _____

(3) It hindered progress. (2) it met your needs. (1) It provided more assistance.

Search # _____

Marywood College

Donnelley Library
Lake Forest College

Name _____

User Evaluation Questionnaire:

Computerized Periodical Index Search

1) For what course was your search done? _____

2) Please check the two MAIN REASONS you asked for a search:

( ) To save time

( ) To find material I couldn't find manually

( ) I didn't know where to look for material

( ) The librarian offered searches to our class and I wanted to try it

( ) Searches were required of students in my class

( ) Other (please specify) _____

3) Approximately how many _____ or what percentage _____ of the relevant periodical references identified on your computer printout did you actually find for your paper?

4) Where did you find the articles you actually obtained <u>from library sources</u>?

( ) All from Lake Forest library journals

( ) Most from Lake Forest College Library, and some from interlibrary loan from other colleges

( ) About half and half from the library's journals and from interlibrary loan

( ) Most from interlibrary loan, and some from the Lake Forest College Library's journals

( ) All from interlibrary loan

( ) Other (please specify) _____

5) Finally, please indicate the extent of your agreement with the following statements, where 1 indicates strong agreement with the statement, 6 indicates strong disagreement with the statement, and the numbers between represent intermediate degrees of agreement.

	Strong Agreement					Strong Disagreement
a) I was satisfied with the computer search.	1	2	3	4	5	6
b) I prefer to use printed indexes and abstracts.	1	2	3	4	5	6
c) The search helped me improve my research.	1	2	3	4	5	6

Please turn over

d)	The search was not productive.	1	2	3	4	5	6
e)	The search was too time consuming for the material I got	1	2	3	4	5	6
f)	The search added to my bibliography.	1	2	3	4	5	6
g)	I learned more about printed indexes and abstracts as a result of the search.	1	2	3	4	5	6
h)	I found the development of a search strategy for use of the computer helpful in organizing other aspects of my research.	1	2	3	4	5	6
i)	I found comouter searching to be one of the best library experiences I've had.	1	2	3	4	5	6

Additional comments:

ACCESS

COMPUTER SEARCH EVALUATION FORM

Robert A. L. Mortvedt Library

To help evaluate and improve our search service we need the following information. After you have received and used your printout, please answer these questions and return this form in person or through the campus mail. SEND TO: Library - Reference Librarian
****

Name (optional)_____ Date_____

Was this your first computer search? _____

Purpose of search: ____Dissertation/Master's thesis ____Research project
____Term paper ____Seminar ____Other_____

Would you use this search service again? _____

Please circle the number which indicates how satisfied you are with the following:

Low				High	
1	2	3	4	5	Introductory information about preparation, costs, probable results, etc.
1	2	3	4	5	The assistance received from the Librarian who helped you plan your search.
1	2	3	4	5	The quantity of the material received: Too much?_____ Too little?_____ About right?_____
1	2	3	4	5	The relevance of the material you retrieved.

Please add any comments which might improve our service or expand on any of your answers given above.

The person who ran your search will be glad to discuss it with you.

Pacific Lutheran University

UNIVERSITY OF PORTLAND ONLINE SEARCH EVALUATION

NAME _____

After you have had a chance to evaluate the materials retrieved from the data base(s) used in your online search, please answer the following questions and return this form to the library. Your name is used only for the purpose of matching your responses to your search and intake form. Thanks for your help.

Why did you undertake this search? (please check one)

Class assignment____
Dissertation or thesis____
Grant funded research____
Other research____

Have you ever had a computer search run for you before this time? YES___ NO___

How did you find out about computer searching at the University of Portland?

Demonstration____
Publicity (mail-out, poster, etc.)____
Professor____
Librarian____
Student____
Other (please specify)____

Did you search this topic manually through some indexes before going online?

YES____ NO____
If YES, how long did you spend on this? ____hours.

After examining the materials retrieved by the search, how many were:

Exactly what you were looking for____
Close to your topic, but not perfect____
Not relevant to your topic____

The result of this search was:

Of major value to me____
Of considerable value____
Of minor value____
Of no value____

If you paid for the search, please indicate by circling a number the degree to which you believe you got your money's worth from it.

I'VE BEEN CHEATED 1 2 3 4 5 6 7 8 9 WHAT A BARGAIN

What price do you feel would be appropriate to pay for this search? $_____

Judging from your experience in this search, would you recommend this form of literature searching to a friend?

YES____ NO____

On the back of this form, please tell us anything else which will enable us to improve the online search service for other users. Thanks for your cooperation. Return this form to the library.

University of Portland

STATISTICAL REPORT FORMS

Macalester Online Search Service Statistics for FY_____

	Requestor Status and Number				Estimated Cost	Actual Cost	Charges for Database Documentation Ordered From	
	Faculty	Student	Staff	Demon-stration			Dialog	Other Sources
June								
July								
August								
Sept.								
October								
November								
December								
January								
February								
March								
April								
May								
TOTALS		130						131

Macalester College

HOPE COLLEGE LIBRARIES

CBR Statistics For _____

1. SEARCHES

Number _____

Database Accessions _____

	TOTAL	MEAN PER SEARCH
Connect Time	_____ hrs.	_____ hrs.
Connect Time Costs	$ _____	$ _____
Communications Costs	$ _____	$ _____
Citations Online	_____	_____
Citations Offline	_____	_____
Citation Costs	$ _____	$ _____
Total Costs	$ _____	$ _____

2. REQUESTORS

Students _____

Faculty/Staff _____

Others _____

TOTAL _____

Most Represented Departments (in rank order)

1. _____

2. _____

3. _____

4. _____

5. _____

3. FUNDS

Total Paid to Vendors $ _____

Assessments to Requestors $ _____

Mean per Search $ _____

Range $ _____ - $ _____

DIFFERENCE $ _____

4. VENDORS

	LOCKHEED	SDC	Other
Connect Time	_____	_____	_____
Total Costs	_____	_____	_____

UW-PARKSIDE
LIBRARY/LEARNING CENTER
PaSS (Parkside Search Service) Monthly Statistics Form

Fiscal Year _____
Month _____

1. Total number of searches _____

2. Searches by user category

Faculty _____ Staff _____ Graduate student _____

Undergraduate student _____ Non-university _____

3. Searches by discipline:

Discipline Name	Number	Discipline Name	Number

4. Searches by type: Retrospective _____ Current Awareness _____

5. Searches by vendor

BRS _____ Lockheed _____ SDC _____ NLM _____ Other _____

6. Summary of charges

	BRS	Lockheed	NLM	Other
Number of connect hours				
Number of offline prints				
Connect hours	$			
Offline prints	$			
Telecommunications	$			

7. Summary of time

	Total	No. of searches	Avg.
Interview time			
Preparation time			
Connect time			

8. Monthly average cost

$_____ / _____ = $_____
Total vendor charges / No. of searches / Avg. cost per search

University of Wisconsin - Parkside

9. Data bases used: Name | No. of searches

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Referrals

1. Searches referred to other institutuions

UW-M _____ Medical College of Wisconsin _____ Other _____

2. Data bases used in referrals

Name	Number

MONTHLY ACCOUNTING LOG

Accounting period_____

no.	FILE name	CONNECT HOURS	NUMBER OF PRINTS	NUMBER BILLED TYPES	CONNECT HOURS COST	P/T/D COST	TOTAL COST
USAGE SUMMARY							

Telenet Cost ($6.00/hr. X total connect hrs.)_____

Tymnet Cost ($6.00/hr. X total connect hrs.)_____

UTS Cost ($16.00/hr. X total connect hrs.)_____

TOTAL COSTS_____

COST DISTRIBUTION OF ONLINE SEARCHES - FISCAL YEAR 1981-82

PRICE RANGE (in dollars)	NO. OF SEARCHES	PER CENT OF TOTAL
$ 0-5	23	15.13
5-10	60	39.47
10-15	23	15.13
15-20	22	14.47
20-25	5	3.28
25-30	7	4.60
30-35	3	1.97
35-40	3	1.97
40-45	2	1.31
45-50	1	.65
more than $50	3	1.97

AVERAGE COST FOR AN ONLINE SEARCH - FY 81-82

MEAN AVERAGE: $12.89

MEDIAN: $44.50

MODE : 84.2% of searches fell within the price range of $0-$20

DISTRIBUTION OF ONLINE SEARCHES BY SUBJECT OF DATA BASE FY 81-81

DATA BASE SUBJECT AREA	NO. OF SEARCHES	PER CENT OF TOTAL
EDUCATION	61	40.13
PSYCHOLOGY AND SOCIOLOGY	31	20.39
BIOLOGY AND MEDICINE	10	6.57
AMERICAN HISTORY	6	3.94
BUSINESS	6	3.94
CRIMINOLOGY	5	3.28
GRANTS	4	2.63
CHEMISTRY	3	1.97
HUMANITIES	2	1.31
MISCELLANEOUS SPECIFIC TYPES OF DOCUMENTS (e.g. NTIS, dissertations conference papers etc.)	9	5.92

DATA BASE USE - FISCAL YEAR 1981-82

NAME OF DATA BASE	NO. OF SEARCHES	PER CENT OF TOTAL
ERIC	61	40.13
PSYCINFO	19	12.5
DIALINDEX	7	4.6
SOCIAL SCISEARCH	6	3.94
AMERICA: HISTORY AND LIFE	6	3.94
EXCERPTA MEDICA	5	3.28
COMPREHENSIVE DISSERTATION INDEX	5	3.28
SOCIOLOGICAL ABSTRACTS	5	3.28
SCISEARCH	5	3.28
NCJRS (criminology)	4	2.63
MANAGEMENT CONTENTS	3	1.97
BIOSIS	2	1.31
FOUNDATION GRANTS	2	1.31
GRANTS REGISTER	2	1.31
CONFERENCE PAPERS INDEX	2	1.31
ABI/INFORM (business)	2	1.31
CA SEARCH (Chemical Abstracts)	2	1.31
NATIONAL NEWSPAPER INDEX	2	1.31
HEALTH PLANNING AND ADMINISTRATION	2	1.31
NTIS	2	1.31
CRIMINAL JUSTICE PERIODICALS INDEX	1	.65
CHEMNAME	1	.65
MEDLINE	1	.65
CHILD ABUSE ABSTRACTS	1	.65
MLA BIBLIOGRAPHY	1	.65
PHILOSOPHER'S INDEX	1	.65
DUNS MARKET IDENTIFIERS	1	.65
GEOARCHIV	1	.65

TOTAL NO. OF ONLINE DATA BASE SEARCHES CONDUCTED: 152

TOTAL NO. OF DIFFERENT DATA BASES SEARCHED: 28

Loyola University in New Orleans

UPJ LIBRARY REFERENCE DEPARTMENT--ANNUAL REPORT OF REFERENCE STATISTICS 1981-82.

	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	TOTAL
Queries received	709	578	622	243	673	921	941	375	288	232	191	67	5,840
Bibliographies/ Reading Lists completed	5	7	0	0	3	5	3	2	1	0	0	3	27
Computer searches	2	2	2	2	1	3	4	4	6	11	3	0	40
Lectures/ Tours/ Classes conducted	14	8	2	0	11	10	3	3	3	1	1	2	58
Outside agencies served	4	3	6	0	1	3	1	1	5	1	3	1	29
Exhibits mounted	1	0	1	0	1	0	1	1	0	0	0	1	6

UNIVERSITY OF PITTSBURGH AT JOHNSTOWN. LIBRARY. REFERENCE. ANNUAL REPORT 1980-81. STATISTICS TABLE 1.

SUMMARY OF STATISTICS SELECTED FROM MONTHLY REPORTS SEPTEMBER 1980 THROUGH JUNE 1981*

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL*
Queries received by, or referred to Reference Librarians	324	480	445	201	475	510	694	226	281	221	3,857
Bibliographies/Course-related reading lists compiled by Department	2	2	3	2	3	1	1	0	1	1	16
Computer-assisted literature searches initiated	1	1	0	0	0	0	0	0	1	2	5
Computer-assisted literature searches successfully completed	0	1	0	0	0	0	0	0	0	2	3
Data bases queried	1	1	0	0	0	0	0	0	2	3	7
Data bases responding	0	1	0	0	0	0	0	0	0	11	12**
Exhibits mounted, duties assumed June										2	2
Lectures, laboratories, tours conducted by Department	10	7	5	1	14	6	1	0	4	1	49
Vertical file accessions, including newly-opened Corporate Reports Files	0	0	0	0	0	551	0	0	713	75	1,339

Professional staff, September-June 2

* Statistics and monthly reports were not prepared during the time the Department Head was on leave.

** In attempting to establish uniform policies and precedures with respect to regional campuses, two libraries volunteered extra searches of relevant data bases, and one data base was manually searched by us in Hillman Library.

MONTHLY SERVICE USAGE REPORT

Searches on DIALOG

AHL	_____
Amer. History	_____
BIOSIS	_____
CA Search	_____
CDI	_____
Dialindex	_____
Econ. Abstract	_____
ERIC	_____
Federal Index	_____
Foundation Grants Index	_____
Geoarchive	_____
Georef	_____
Inform	_____
Legal Resource Index	_____
Magazine Index	_____
MEDLINE	_____
National Newspaper Index	_____
NCJRS	_____
PAIS	_____
Pop. Bibl.	_____
Psych. Abstract	_____
Psychinfo	_____
RILM	_____
SciSearch 81-	_____
Soc. Abstract	_____
Social SciSearch	_____
SSIE	_____
OTHER_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

Number of Users Served

Undergraduate Students	_____
Faculty	_____
Staff and Administration	_____
TOTAL CAMPUS USERS	_____

Non-User Searches

Demonstration	_____
Practice Searches	_____
Misc. Searches	_____
TOTAL NON-USER SEARCHES	_____

Cost Figures

Monthly Total	Running Total
_____	_____